HU 3120: Technical & Scientific Communication

Course Information

Instructor: Joanna Schreiber  
Email: jmschreiber@mtu.edu  
Class Time: 11:05 to 12:20 (MTWR)  
Class Location: Walker Room 120A  
Office Hours: Monday and Thursday 10 to 11 am  
Office Location: Walker 330 (I will be changing offices and will let you know the number of the new location when I move)  

Course Description

Welcome to HU 3120: Technical & Scientific Communication! Technical and Scientific Communication (TSC) is a study of written, oral, and visual communication in professional settings. It emphasizes audiences, writing processes, genres, collaboration, professional responsibility, and effective expression.

Course Goal & Objectives

TSC seeks to familiarize you with representative communication demands of today’s workplace. Specifically, the objectives of 3120 are to offer you professional rhetorical strategies for:

• Planning, drafting, and revising effective communication  
• Designing visually effective texts  
• Effectively reviewing your own work, as well as that of others  
• Producing rhetorically sensitive documents  
• Communicating and presenting information effectively in a variety of contexts

Policies and Procedures

Blackboard, email, course materials, & help:

All course materials will be posted on Blackboard (BB). I will usually post announcements via email, but will use BB as a backup if/when the email is down. I generally check my email several times during the day, but do not assume I will be able to respond to your messages immediately. I will respond to email within 24 hours Monday through Thursday. Allow 48 hours Friday through Sunday, though I will generally respond more quickly.

For help using Blackboard, contact Blackboard support through their website (http://blackboard.mtu.edu) or email (courses@mtu.edu).
Academic honesty:
Unless the assignment calls for a collaborative effort, I expect that the work you submit is your own. If you are referring to, or using, other sources, including your own work for another class or project (clear using work from other classes with me), remember to acknowledge them, using proper form. Evidence of copied or plagiarized work is cause for serious disciplinary action by the University. Please contact me if you are unsure what constitutes plagiarism.

If you have questions about your work with other sources, please set up an appointment with me. I consider learning how to document sources a challenge; if you don’t remember how to do this—or never learned—this is the class to secure that technique. Please also refer to appendices A and B in your textbook for help with plagiarism and documentation.

Due date/time & late work:
I do not accept late work without prior approval.

Collaborative work:
Group members are responsible for working as a team and possibly at a distance. Keep each other informed of current work by emailing drafts and/or progress updates at the end of each day or according to a schedule worked out by your group. Workplace teams experience, and manage, crowded schedules and conflicting commitments in electronic environments. I expect you to do the same.

Discrimination and harassment:
MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities ACT (ADA) of 1990. If you have a disability and need reasonable accommodation for access to education and services at MTU, please call Dr. Gloria Melton, Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action office (7-3310).

Grades
Assignments and Quizzes 45%
Group Project 35%
Attendance 10%
Classroom Participation and Social Practices (engaged, courteous, thoughtful, and consistent participation) 10%

Grades are calculated using a 4-point scale

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| Week One – June 27 to 30 | Monday – Welcome  
Tuesday – Read Ch. 1, Skim Appendix A  
Wednesday – Read Ch. 4, Skim Appendix B  
Thursday – Read Ch. 5 and 10 |
| Week Two – July 4 to 7 | Monday – Independence Day, no class  
Tuesday – Read Ch. 6  
Wednesday – Read Ch. 8  
Thursday – Read Ch. 11 and 12 |
| Week Three – July 11 to 14 | Monday – Read Ch. 2, "Rhetorical Situation" link  
Tuesday – Read "Nightingale" pdf  
Wednesday – Read Ch. 15 and 16  
Thursday |
| Week Four – July 18 to 21 | Monday – Read Ch. 7  
Tuesday – Read Ch. 3, "How Facts Backfire" pdf  
Wednesday – Read Ch. 13  
Thursday |
| Week Five – July 25 to 28 | Monday – Read Ch. 17  
Tuesday – Read Ch. 14  
Wednesday |
| Week Six – August 1 to 4 | Monday – Read Ch. 9  
Tuesday  
Wednesday  
Thursday |
| Week Seven – August 8 to 11 | Monday – Read "Set Phasers on Stun" pdf  
Tuesday  
Wednesday  
Thursday |

Additional readings and videos will be added throughout the semester. I reserve the right to make changes to the syllabus and calendar to meet student needs.