HU 3120: Technical & Scientific Communication

Course Information

Instructor: Joanna Schreiber  
Email: janschrei@mtu.edu (Do not email me via Blackboard)  
Class Time: 9:05 to 9:55 (MWF)  
Class Location: Walker Room 120A  
Office Hours: Mondays and Fridays 10 to 11 am or by appointment  
Office Location: Walker 137  
Additional readings will be made available to you on Blackboard.

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

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 (clearly 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.

Due date/time & late work:

I do not accept late work without prior approval. I will not accept emailed homework 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. Workplaceteams 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).
Attendance and Tardiness:
You are permitted two unexcused absences each semester. However, remember your participation in class is essential to everyone's learning and is part of your grade. Absences will affect your participation grade because your participation grade depends upon your contributions in class.

- I reserve the right to count your tardiness as an absence.
- If you do miss class more than two classes (unexcused), I reserve the right to lower your overall course grade by 5% for each additional absence.
- You will not be allowed to make up in-class activities and assignments unless you have an excused absence.
- If you are disrupting class, you will be considered absent.

Participation:
Because this is a communication course, your participation is essential to the learning environment of all students. To be an active participant, you must attend class, listen actively, bring your textbook and all other necessary materials, and volunteer thoughts and ideas during class. Your participation grade will be based upon how I observe your participation during classroom discussion and during group activities.

If you are concerned about your participation in class, ask yourself the following questions:

- Am I prepared for class?
- Do I have my textbook and all other necessary materials to participate?
- Am I contributing to classroom discussions?
- Do I ask questions during class?
- Am I disrupting classes?
- Am I actively listening to the class discussions?
- Am I treating other classmates with respect?
- Am I using technology inappropriately (e.g., checking Facebook, surfing the Internet, texting, playing with my iPod, etc.)?

If you have any other questions about your participation grade, please see me.

Grades
Assignments and Quizzes .... 60%
Group Project .... 20%
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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1 Please let me know if you are using technology for class-related purposes (e.g., recording, translating, etc.).
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments and Readings</th>
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| Week One (Aug. 29 to Sept. 2) | Monday – Read Gurak Ch. 1, “Tutte” pdf  
Friday – Read Gurak Ch. 2 and 9 |
| Week Two (Sept. 5 to 9) | Monday – No Class, Labor Day  
Wednesday – Read Gurak Ch. 4 and 5  
Friday – Read Gurak Ch. 3 and “Why Facts Backfire” pdf |
| Week Three (Sept. 12 to 16) | Monday – Read Gurak Ch. 10 and 18  
Wednesday – Read “Nightingale”  
Friday – Assignment One Peer Review |
| Week Four (Sept. 19 to 23) | Monday – Assignment One Due  
Wednesday – Read Ch. 7  
Friday |
| Week Five (Sept. 26 to 30) | Monday – Assignment Two Peer Review  
Wednesday – Read Ch. 6  
Friday – Assignment Two Due |
| Week Six (Oct. 3 to 7) | Monday – Read Gurak Ch. 11 and 12  
Wednesday – Read Gurak Ch. 13  
Friday – Class Online |
| Week Seven (Oct. 10 to 14) | Monday  
Wednesday  
Friday |
| Week Eight (Oct. 17 to 21) | Monday  
Wednesday  
Friday |
| Week Nine (Oct. 24 to 28) | Monday – Read “Set Phasers on Stun”  
Wednesday – Read Ch. 15 and 16  
Friday – Read Ch. 14 and 17 |
| Week Ten (Oct. 31 to Nov. 4) | Monday  
Wednesday  
Friday |
| Week Eleven (Nov. 7 to 11) | Monday  
Wednesday  
Friday |
| Week Twelve (Nov. 14 to 18) | Monday  
Wednesday  
Friday |
| Week Thirteen (Nov. 28 to Dec. 2) | Monday  
Wednesday  
Friday |
| Week Fourteen (Dec. 5 to 9) | Monday  
Wednesday  
Friday |

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