Technical and Scientific Communication
HU 3120

Sections R02
Summer 2012

with James A. Rudkin

Just the facts...
• Section R02 meets Monday, Tuesday, Wednesday and Thursday from 2:05 PM to 3:20 PM
• Class meets in Walker 0120A
• Your instructor is Jim Rudkin
  o Office location: 315 Walker
  o Office hours: Wednesdays 12:00 PM - 2:00 PM (or by appointment - contact me)
  o Office phone number: 487-0946 this is a Voicemail to Email System
  o Cell phone number: 281-1385 [never before 10 AM on non-class mornings or after 10 PM]
  o Campus e-mail: jarudkin@mtu.edu
  o I try to check my e-mail at least once a day - give me 48 hours to respond
  o Class email list: hu3120-r02-su12_u@mtu.edu
MTU's Policy on Discrimination and Harassment

Michigan Technological University complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, Chair/Dean of your academic unit or the Affirmative Programs Office, at 487-3310.

Safe Place

Safe Place’s Mission Statement is: "The GLBT Safe Place Program strives to reduce homophobia and heterosexism on Michigan Tech's campus. Through education, advocacy, and awareness, the program contributes to an open campus climate that is safe and accepting to all members of the University community" (from www.safeplace.mtu.edu). I am a proud member of Safe Place.

Grading Policy

I base your grade in my course on a 1000-point system. Remember, you must complete all assignments to receive a passing grade in this course. Expect the basic breakdown to look like this:

- 200 points for Active Class Participation/Social Practices
- 100 points for reading, homework, quizzes and in-class assignments
- 150 points for Resume Arc
- 200 points for Instruction Set Cycle 1
- 350 points for Instruction Set Cycle 2

* * Incomplete projects will receive a zero (0) point total. It is important to complete all of the steps assigned.

This is the grade breakdown for this class:

A 935-1000 points
AB 865-934 points
B 795-864 points
BC 725-794 points
C 665-724 points
CD 595-664 points
D 540-594 points
F don't go here...