Instructor Information

Instructor: Jessica Lauer
Office Location: Walker 331
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Office Hours: M 10:30am-12:30pm or by appointment

Course Identification

Course Number: 3120
Course Name: Technical & Professional Communication
Course Location: Walker 120A
Section: RO5
Class Times: MWF 09:05-09:55 AM

Course Description/Overview

An information-based society necessitates good writing in all careers:

Many scientists and technical professionals must write memos, progress reports, analyses, or other documents to communicate within their workplaces, and many must also address more general audiences in grant proposals, conference papers, articles, and so on.

This course presents a thorough study of written and oral communication in technical and scientific environments; emphasizes audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, clear and correct expression.

Because scientific and technical fields are becoming more interdisciplinary and more globally connected everyday, we will also consider intercultural communication issues at some length.

Some assignments will be individual while others will be collaborative.

Goals of the Course

The goal of this course is to help students become better able to accomplish the writing that they are asked to do at Michigan Tech and in life generally. Specifically, the course is designed to help students develop abilities to do the following things:

1. Acquire a sense that writing is a medium people can use for personal and public purposes to gain understanding, create particular effects, and communicate.
2. Constructively read and respond to colleagues' work in progress.
3. Become more knowledgeable of and able to reflect on and manage the composing process; drafting, revising, and copy-editing.
4. Revise drafts with attention to development, organization, style, voice, and audience.
5. Develop ideas by questioning, interpreting and considering multiple perspectives.

Syllabus may be changed to meet the needs of the class
Course Resources

Course Website(s)
- Canvas
- Required Course Text
  - Strategies for Technical Communication in the Workplace, 2nd Ed. by Gurak and Lannon
  - Set Phasers on Stun and Other True Tales of Design, Technology, and Human Error by Steven Casey

Grading & Assignments

Grades will be based on the following:

Attendance and Participation: 10%
Resume + Media Image Reports: 10%
Technical Descriptions (individual): 20%
Case Study (collaborative + individual): 20%
Client Project (collaborative): 30%
Oral Presentation: 10%

*Note on Workshop and Revisions: Revision is a critical step in producing strong communication. Revision will be integrated into each assignment.

Late submission of assignments will result in a reduction in grades. If you are absent, it is your responsibility to find out what you missed from your peers.

Collaboration/Plagiarism Rules

Cell phones, iPods, PDAs, or any other electronic devices are not to be used in the classroom. Information exchanges on these devices during class are also prohibited and violate the Academic Integrity Code of Michigan Tech.

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies.

University Policies

Student work products (exams, essays, projects, etc.) may be used for purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification.

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Michigan Tech has standard policies on academic misconduct and complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. For more information about reasonable accommodation for or equal access to education or services at Michigan Tech, please call the Dean of Students Office, at (906) 487-2212.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

*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.*

**Academic Integrity:**
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

**Affirmative Action:**
http://www.admin.mtu.edu/ao/

**Disability Services:**
Site Under Construction


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