HU 3120: Technical and Professional Communication
Summer 2015

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Office Hours: By appointment

Texts: Strategies for Technical Communication in the Workplace, 2nd Edition
(ISBN 9780205245529)
Selected short documents, posted on Canvas

Class Time/Location: online

Course Description

This course provides “A 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. Students write and revise several documents and give oral report(s).”

Course Goals

Students should be able to ...

1. Create targeted career documents that are professional and eye-catching.
2. Write succinct summaries, definitions, and descriptions of technical information.
3. Attend to language and the difficulty of translating complex information across diverse audiences.
4. Develop usable instruction sets and procedures, suited to users’ needs and knowledge.
5. Find and use high quality sources to research a technical or scientific topic.
6. Organize, design, and write high quality professional reports on technical or scientific issues.

Course Requirements

Posts – 10 points each
Email, Memos, Summaries – 20 points each
Career Docs/Critique – 40 points
Literature Review – 40 points
Instructions/Procedures – 60 points
Report Writing Documents – 80 points

Late Assignments

Turn your work in on time. If you anticipate missing an assignment due date, please let me know as early as possible so we can discuss your situation.

Plagiarism

Do your own work. Incidences of plagiarism will be reported to the Dean of Students.
Grading

**A (100-93%)—excellent.** A work is an example of highly effective writing. It makes its purposes clear, reflects concern for its audience’s needs and responses, and is detailed, persuasive, effectively organized, exhibits appropriate format and tone, and is grammatically correct.

**B (88-83%)—good.** B work is successful, but lacks the polish or effectiveness of an A.

**C (78-73%)—adequate.** C work is effective though it lacks features necessary to succeed completely with its designated audience. Its purpose may not be entirely clear, it may not be effectively organized, it may not exhibit an appropriate tone or format, or it entails grammatical errors that make it difficult to read or understand than necessary.

**D (68-63%)—poor.** D work does not communicate effectively for several reasons. It may display an inadequate understanding of purpose or audience. It may lack information or be unpersuasive. Its organization may be confusing or misleading, and its tone or format may be inappropriate. It may be difficult to understand or contain serious errors in grammar.

**F (below 62%)—unacceptable.** F work does not satisfy the requirements of the assignment.

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.

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University’s policies. 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 Tech 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, department head or the Affirmative Action Office, at 487-3310*

**Dean of Students Office:**
http://www.mtu.edu/deanofstudents/

**Institutional Equity Office:**
http://www.mtu.edu/equity/