HU3120 is designed to prepare students for professional communication in technical and scientific environments. The course will emphasize audience, writing processes, genres of scientific and technical discourse, visual communication, collaboration, professional responsibility, and clear and correct expression. In addition to learning the theories behind technical and scientific communication, students will draft and revise multiple documents, give oral presentations, and develop a professional portfolio.

The course will be broken down into four main sequences. Within each sequence, students will undertake a variety of communication tasks and produce multiple documents:

**Career Documents**
As an introduction to audience analysis and document design, students will compose a résumé and cover letter.

**Recommendation Reports**
This sequence will develop rhetorical strategies and problem-solving skills. In groups, students will find a real community client and produce a memo, a progress report, and a recommendation report.

**User Documentation**
By analyzing actual user documentation and producing an improved version, this sequence ties the goals of the class together. In groups, students will produce a problem statement, a proposal, a progress report, a set of user instructions, and a user testing report.

**The Professional Portfolio**
Students will revise their work and produce a showcase for a future professional audience.

**Required Text**
Class Policies

Attendance
Think of this class as a professional commitment. We will be working in groups, doing hands-on activities, and using class discussion to facilitate our learning. Because of the highly collaborative nature of this course, I want you to be in class (and your classmates want you here) to discuss and explore readings, to give feedback on documents, and to fully engage in every aspect of this course. However, I know emergencies arise. If you will miss class, please provide me with an email memo at least 24 hours in advance. Students are permitted to miss 2 classes per semester with no questions asked, but subsequent unexcused absences will greatly affect your overall final grade. University Excused absences through the dean of students are the ONLY exceptions. Keep in mind that sleeping, text messaging, etc. will get you marked absent though you are physically present; also, three tardies will constitute one absence. Anyone who misses six or more classes will not pass this course.

Make-up Work
It is YOUR responsibility to keep up with the class if you miss it. If you cannot meet with me to find out what you have missed, please consult a classmate.

Late Work
No late work will be accepted.

Academic Integrity
All work must comply with Michigan Tech’s Academic Integrity Policy: Plagiarism and cheating are serious academic offenses. They are defined by this policy as “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation,” and this policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers written by students for other classes or purchasing academic papers. Plagiarism and cheating not only are dishonest but cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with your instructor or consult a coach in the Writing Center (7-2007).

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 equal access to education and services at MTU, please call Dr. Gloria Melton, Dean of Students (487-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (487-3310).
Grading
10% Sequence 1: Writing Career Documents
20% Sequence 2: Recommendation Report Cycle
30% Sequence 3: User Documentation Cycle
20% Sequence 4: Professional Portfolio
20% Critical and Social Engagement – This grade will measure your presence, insofar as it pertains to individual and group participation, workshop engagement, peer review, and certain presentations.

A (93-100), AB (88-92), B (83-87), BC (78-82), C (73-77), CD (68-72), D (63-67), F (0-62)

Tentative Course Schedule
Although I reserve the right to revise the syllabus and/or course schedule to better serve student needs, the following schedule will be used during the semester to accomplish our goals:

Week 1
M 7/2 What is technical and scientific communication? Discussion of course goals, expectations, class policies, the portfolio, and communication in general. For next class: Read “A Rhetoric Primer” found on my website and pages 1-16 in the text. Also, being in 3 ads for jobs your current major will prepare you for.
T 7/3 Introduction to key rhetorical concepts. Assignment of Sequence 1. For next class: Read chapter 17 and pages 196-202.
W 7/4 No Class. Enjoy the holiday.
R 7/5 Discussion of résumé and cover letter strategies. For next class: Bring a rough draft of your résumé and cover letter – be sure to bring a hard copy, a copy saved on a digital media, and email a copy to yourself before class.

Week 2
M 7/9 Peer review in CCLI. For next class: Read pages 79-90 and 126-135.
T 7/10 Discussion of revision strategies and visual aspects of document design; also, oral component of Sequence 1. For next class: Prepare for your oral presentation by reading pages 415-430 and finalize your résumé and cover letter.
W 7/11 Collect finalized documents from sequence 1 and hear oral reports. Assignment of Sequence 2. For next class: Read CTI Recommendation Link and bring list of possible clients. Read pages 152-159 and 141-147.
R 7/12 Draft group members and discuss group communication. CCLI work session. For next class: Read pages 183-196 and 202-218.

Week 3
M 7/16 Discussion of memo and email strategies. CCLI work session. For next class: Complete a rough draft of your memo.
T 7/17 Peer review of memo. For next class: Read chapters 3 and 12, paying close attention to pages 317-318 and the Progress Report Components on page 303. Also complete rough draft of progress report.
W 7/18 Discussion of recommendation reports, progress reports and technical information organization. For next class: Complete the rough draft of your recommendation report.
R 7/19 Peer review of recommendation report. CCLI work session. For next class: Read Chapter 16 (some will be review).

Week 4
M 7/23 Revision strategies based on drafts. Discussion of oral technical presentations. For next class: Complete and finalize all documents in sequence 2 and prepare oral presentation.
T 7/24 Collect all Sequence 2 Documents and hear presentations. Assign Sequence 3 and draft groups. For next class: Read chapter 9 and bring 3 ideas for next project.
W 7/25 Discussion of Instructions. For next class: Read chapter 13 and sample proposals; also, compose an initial problem statement.
R 7/26 CCLI work session. Group conferences and drafting of proposal. For next class: Re-read 235-236 of chapter 9 and finish your proposal draft.

Week 5
M 7/30 Discuss proposals, user analysis, technical summary, and the appeal and pitfalls of statistics. For next class: Complete a progress report and usability readings TBA.
T 7/31 Intro to usability studies. Visual element of instructions. Discuss Sequence 3 oral presentations. For next class: Bring instructions for testing.
W 8/1 Undertake usability testing. For next class: Revise your instructions.
R 8/2 Peer review. For next class: Plan oral presentations.

Week 6
M 8/6 Presentations. For next class: Finalize your sequence 3 documents, email troublesome editing questions to me. Read chapter 4 and pages 460-490.
T 8/7 Presentations. For next class: Finalize your sequence 3 documents, email troublesome editing questions to me. Read chapter 4 and pages 460-490.
W 8/8 Collect Sequence 3 Documents. Honing and editing text. For next class: Bring your working portfolio. Reading TBA.
R 8/9 Discussion of portfolio checklists. Designing the portfolio. More editing tricks and tasks.

Week 7
M 8/13 Semester review and unanswered questions.
T 8/14 Meet with me to discuss your final portfolio. (Exit conferences)
W 8/15 Portfolio Presentations.
R 8/16 Portfolio Presentations. Collect final portfolios by the end of class today.