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# RH 330: TECHNICAL & PROFESSIONAL COMMUNICATION

Julia Williams  
Sec. 03 & 04  
[williams@rose-hulman.edu](mailto:williams@rose-hulman.edu)  
Office: HH 201, x8186

Jessica Livingston  
Sec. 01 & 02  
[livingst@rose-hulman.edu](mailto:livingst@rose-hulman.edu)  
Office: AL-104, x8832

Corey Taylor  
Sec. 05 & 06  
[taylor13@rose-hulman.edu](mailto:taylor13@rose-hulman.edu)  
Office:

## COURSE OBJECTIVES

This course will provide strategies for and practice in

- **Analyzing contexts, audiences, and genres** to determine how they influence communication;
- **Crafting documents** to meet the demands and constraints typical of professional situations;
- **Integrating**, ethically and persuasively, **all stages of the writing process**—planning, researching, drafting, designing, revising, and editing—to respond to technical contexts and audiences; and
- **Collaborating** effectively within and across teams with overlapping interests.

## REQUIRED TEXTS

Our primary text will be the *Handbook of Technical Writing*, 8<sup>th</sup> Edition, by Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu. Other readings will be available on ANGEL. All readings are required and should be completed prior to the beginning of class on the specified date. In class, you should have with you the *Handbook* and any other assigned reading for the day.

## PROJECTS AND GRADE BREAKDOWN

<b>Employment Project</b>	<b>20%</b>
Job Research Analysis Memo	5
Résumé / Application Letter / Justifications	15
<b>Proposal Project</b>	<b>70%</b>
Problem Description	10
Project Rationale Presentation	15
Technology Description	15
Implementation Plan	15
Poster Presentation	10
Performance Evaluation	5
<b>Professionalism</b>	<b>10%</b>

## COURSE POLICIES

### *Written work*

If truly exceptional circumstances, such as serious illness or family emergency, make it impossible for you to meet a deadline, extensions may be granted if requests are made **at least 24 hours before** the due date / time. Late documents will be penalized by one letter grade for each day beyond the due date. Completion of all major assignments is required to pass the course.

Plagiarism is a serious violation of Rose-Hulman's academic rules. Representing another's work as your own will result in your failing this course, and may also result in suspension or even expulsion for academic dishonesty. Plagiarism detection software will be used to check the authorship of written work.

### *Attendance*

Because your learning takes place largely through our collective discussions and activities, attendance is vital. Any absence will have a negative effect on your performance, and may cause you to miss graded in-class work or extra credit opportunities.

Institute policy states that missing 20% of the total class meetings constitutes grounds for failure. This means that **eight** or more absences will result in your failing the course. **Three** or more absences will lower your grade.

### *Computers*

Laptops are to be used during class time *only* for course-related purposes.

## SCHEDULE

This course schedule, including all due dates, is subject to change. All page numbers refer to the *Handbook of Technical Writing*; other readings will be posted on ANGEL. Required readings are to be completed before class on the listed date; you may be quizzed over readings.

	Topics	Required Reading	Materials Due
<b>WEEK 1</b>			
<b>M Dec. 1</b>	The rhetorical triangle Assign employment project		
<b>T Dec. 2</b>	Discourse communities Memos	"Memos" (325)	
<b>R Dec. 4</b>	Avoiding plagiarism Researching companies	"Quotations" (444) "Researching employers: how and why" (ANGEL)	<b>Bring job advertisement that interests you</b>

<b>F Dec. 5</b>	Tailored résumé content Document design principles	“Résumés” (473)	
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## WEEK 2

<b>M Dec. 8</b>	Application letters	“Application letters” (38)	<b>Job analysis memo Existing résumé</b>
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**T Dec. 9** Expert résumé review

<b>R Dec. 11</b>	Peer review		<b>Draft of resume and application letter</b>
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**F Dec. 12** Mission statements  
In-class work on justifications  
**Mission statement of company to which you are applying**

## WEEK 3

**M Dec. 15** RFPs and project proposals  
Local sustainability issues & local information resources  
“Request for proposals” (455)  
**Résumé and application letter with justifications (and job ad)**

**T Dec. 16** Sustainable engineering “12 principles...”

**R Dec. 18** Project management tools  
Assign groups  
Assign performance evaluation memo & problem description

**F Dec. 19** Collaborative writing

## WEEK 4

**M Jan. 5** Sample Problem Descriptions  
Useful Numbers

**T Jan. 6** Library research  
“Research: evaluating sources” (467)

“Bibliographies” (51)

**R Jan. 8** Visuals: graphics  
“Fundamental Principles of Analytical Design” (ANGEL)  
**Company name, logo & mission statement**

		“Data-Ink and Graphical Redesign” (ANGEL)	
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**F Jan. 9** Peer review **Draft of problem description**

**WEEK 5**

**M Jan. 12** Assign project rationale presentation  
Comparative feasibility study

**T Jan. 13** Triple bottom line  
Cost/benefit analysis  
Decision matrices **Problem description**

**R Jan. 15** Visuals: PowerPoint  
Assertion-evidence  
Design  
“The Cognitive Style of PowerPoint”  
“In Response to Tufte”

**F. Jan. 16** Sample PowerPoint Presentations

**WEEK 6**

**M Jan. 19 (convocation schedule)** Oral presentations “Presentations”

**T. Jan. 20** Project rationale presentations **PowerPoint (uploaded to ANGEL >2hrs prior to class) and handout**

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<b>R Jan. 22</b>	Project rationale presentations
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<b>F Jan. 23</b>	Project rationale presentations
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## WEEK 7

<b>M Jan. 26</b>	Assign technology description & implementation plan Status report & peer evaluation
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<b>T Jan. 27</b>	Levels of technicality	Readings on Blu-Ray (ANGEL)
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<b>R Jan. 28</b>	Sample Technology Descriptions: Definitions Descriptions Process explanations
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<b>F Jan. 29</b>	Sample Technology Descriptions: Argument
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## WEEK 8

<b>M Feb. 2</b>	Peer review	<b>Draft of technology description</b>
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<b>T Feb. 3</b>	Style workshop: sentence-level revisions
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<b>R Feb. 5</b>	Sample implementation Plans	<b>Technology description</b>
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<b>F Feb. 6</b>	Visuals: Gantt Charts
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## WEEK 9

<b>M Feb. 9</b>	Visuals: poster design
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<b>T Feb. 10</b>	Conferences	<b>Draft of implementation plan</b>
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<b>R Feb. 12</b>	Team meeting: poster Presentation
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<b>F Feb. 13</b>	Elevator talks
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## WEEK 10

<b>M Feb. 16</b>	Poster presentation	<b>Poster</b>
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<b>T Feb. 17</b>	Poster presentation	
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<b>R Feb. 19</b>	Course evaluations Workplace performance evaluations	
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<b>F Feb. 20</b>		<b>Implementation plan</b>
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## FINALS WEEK

<b>M Feb. 23</b>		<b>Performance evaluation</b>
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