

Dr. Tracy Bridgeford ([tbridgeford@unomaha.edu](mailto:tbridgeford@unomaha.edu))  
Technical Communication, Fall 2010

## Course Policies

### Attendance and Participation

As in the professional workplace, much of the work we will be doing in this class depends on your interaction with others; therefore attendance is an essential component of your grade. If you must miss a class, please let me know ahead of time and be prepared to offer a plausible excuse. Missed classes do have a bearing on your grade: if you miss more than one class, you can expect a deduction in your grade. Keep in mind that a miss is still a miss, whether you have a good excuse or not. Students are required to attend ALL workshops and presentations.

Keep in mind that a miss is still a miss even with a good excuse. You might be wise to reserve your miss for unavoidable absences such as illness or travel.

Additionally, if you must miss a class, please find out from someone else in class what happened that day and the details of any assignments. I simply and honestly do not have the time to re-present what we've done in class—but if you ever want to discuss something that came up in class or look at versions of the work you are doing for class, I'll be more than happy to meet with you.

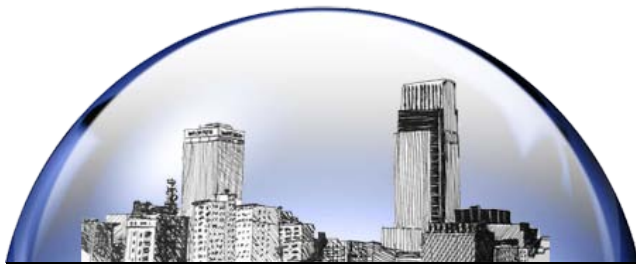
I go out of my way to offer some class time for working on projects. Therefore, no one who misses a workshop or presentation day (unless previously excused) will receive an A in this class.

### Instructor's Initial Expectations

You will be asked to complete a number of individual and collaborative assignments as part of your development as technical communicators. These assignments are not to be taken lightly. I will expect the level of competency generally associated with a 4000/8000-level writing course and therefore will assume that students are already well versed in the conventions of standard written English and responsible research. Because writing is a form of participation within a community of practice, I expect students to perform well by proofreading and editing their work before submitting it for a grade.

### Assignments

Every class meeting will involve some type of assignment. Out-of-class assignments are due at the beginning of class and in-class assignments are due at the end of class. All assignments are provided on this web site. At the end of the semester, students will submit a semester portfolio that represents all work completed for this course with an end-of-the-semester, self-assessment memo that will act as a cover memo for the portfolio and individual activity logs.



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### Determination of Grades

Because writing constitutes participation within a community of practice, two assessment methods will be used throughout the semester: performance evaluations and document assessments. Student participation in a community of practice, whether within the class as a whole or collaborative groups, will be evaluated using the performance criteria provided under the Assessment link. Documents are evaluated according to the principles of technical communication. These criteria are designed from a communities of practice model that emphasizes member participation, practice, identity, and meaning making activities.

### Students with Disabilities

Accommodations are provided for students with registered disabilities. For more information contact Services for Students with disabilities in EAB 117 or 554-2872, TTY 554-3799.