

THE RHETORIC AND TECHNICAL COMMUNICATION PROGRAM

The Rhetoric and Technical Communication program offers both master's and doctoral degrees that engage faculty and students in interdisciplinary work across a range of fields, focusing on the complex interactions among rhetoric and communication within their social and cultural contexts. Special attention is given to the changing role of technology, communication, and representation in contemporary societies.

The RTC program draws on the scholarly expertise of some thirty-plus distinguished graduate faculty who do research and teach in the areas named by the degree title **Rhetoric & Technical Communication**, but also across many fields of the humanities, including these areas of concentration:

- communication
- composition
- critical theory
- cultural studies
- discourse
- environmental studies
- ethnography
- gender studies
- intercultural communication
- linguistics
- literacy theory & research
- literary nonfiction & poetics
- literature & literary theory
- modern languages & literatures
- new media design
- pedagogy
- philosophy
- rhetoric
- science studies
- technical communication
- technology studies
- visual representation

The approaches taken to the study of rhetoric and technical communication involve a variety of perspectives (including cultural, historical, linguistic, literary, philosophical, and social) and diverse scholarly approaches (including interpretive, qualitative, and quantitative).

Drawing upon this diversity of approaches, the Rhetoric and Technical Communication degree work is organized into **three streams of graduate study**:

- *Rhetoric, Composition, & Literacy*
- *Technical Communication & Technology Studies*
- *Communication in Cultural Contexts*

Faculty and students work across these overlapping areas that share many theoretical and practical perspectives. Students choose *two* streams in which to construct a major and minor focus for their course work, and consult with advisors to build a coherent program of study.

We welcome applications from bright, flexible, motivated students who are interested in making connections across disciplines in order to promote new understandings of rhetoric and communication in a rapidly changing technological world.

HANDBOOK CONTENTS AND STRUCTURE

The pages that follow constitute the *Graduate Handbook*, a guide to policies and procedures for the MS and Ph.D. degrees in Rhetoric and Technical Communication (RTC) at Michigan Tech. This manual discusses the RTC advising structure and procedures, master's and doctoral degree requirements, examinations, curricular policies, student and faculty policies, financial aid, grievance procedures, student support structures, and personal and professional opportunities.

The *Graduate Handbook* is organized into eight chapters and four appendices. This document should serve as your guide, a reference that will help you navigate through the RTC program. Appendices contain two types of information: forms and lists. Each form is preceded by a brief description that refers back to the main text. Appendix A includes a description of each administrative position in the Department of Humanities and how these personnel can assist graduate students. Appendix B contains sample Annual Progress Report forms for master's and doctoral advisees. Appendix C lists the titles of master's coursework papers, projects, and theses, and doctoral dissertations submitted by past students. Appendix D spells out some of the commonly used abbreviations in the department and on campus.

As policies are revised, they will be distributed to students by e-mail and placed on the departmental website (www.hu.mtu.edu). For any issues not addressed by this document or the website, use your judgment and seek administrative advice from your advisor, the

Graduate Program Director, the Writing Program Director, or the directors' assistants, and please notify these people if anything is missing, mistaken, or unclear.

REFERENCES TO OTHER DOCUMENTS

This *Graduate Handbook* refers to two other university documents, *The Graduate School Bulletin* and *Keeping on Track in Graduate School*, which outline the university's regulations. Current versions can be found on-line at <http://www.admin.mtu.edu/rgs/Bulletin/2003-05Bulletin.htm>, or at the university's Graduate School website, <http://www.gradschool.mtu.edu/>. Note that in some cases, the RTC Program Requirements are stricter than the university guidelines and thus supercede them.

2009–2010 PROGRAM ADMINISTRATORS

Table 1.1 below lists the RTC Program administrators for the 2009-2010 academic year. Descriptions of each administrator's role in the program are provided in Appendix A—"Administration: Where to Get Help."

Table 1.1: RTC Program Administrators for 2009–2010

Administrative Position	Faculty Member	Office	Phone/E-mail
RTC Graduate Program Director, Advising Coordinator	Elizabeth Flynn	310	487-3227 eflynn@mtu.edu
Assistant to the Director of Graduate Programs in RTC	Heather Jordan	137	487-3274 hljordan@mtu.edu
Graduate Program Assistant	Marjorie Lindley	338	487-2381 mlindley@mtu.edu
Director of GTI Education	Karla Kitalong	329C	487-3254 kitalong@mtu.edu
Assistant Directors of GTI Education	Casey Rudkin	312	487-3235 casey@mtu.edu
	Rebecca Miner	311	487-3275 rminer@mtu.edu
Coordinator of Technical Communication GTIs	Ann Brady	329A	487-2066 mabrad@mtu.edu
Director of the Writing Center	Nancy Grimm	103	487-3265 ngrimm@mtu.edu

Table 1.2: Department of Humanities Administrators for 2009–2010

Administrative Position	Name	Office	Phone/E-mail
Department Chair	Ron Strickland	301B	487-2376 rlstrick@mtu.edu
Director of the Humanities Digital Media Zone (HDMZ)	Erin Smith	138	487-3263 smitherin@mtu.edu
Student Assistant Director of HDMZ	Nate Carpenter	149	487-3280 njcarpen@mtu.edu
Computer Systems Administrator	Keith West	136	487-3278 klwest@mtu.edu
Graduate Program Assistant	Marjorie Lindley	338	487-2381 mlindley@mtu.edu
Director of Modern Languages (Requirements and Petitions)	Dieter Adolphs	308	487-3231 dadolph@mtu.edu
Modern Language Placement Exam Coordinator	Dieter Adolphs	308	487-3231 dadolph@mtu.edu
Director of STC Program	Ann Brady	329A	487-2066 mabrady@mtu.edu
Coordinator of HU Course Scheduling	Sylvia Matthews	302	487-3058 samatthe@mtu.edu

COMMUNICATION SYSTEMS

- **WEB SITES**

General information about Michigan Technological University and the RTC Program, STC Program, and the Van Pelt Library are available online. Check out the Web sites listed in Table 1.3.

Table 1.3: World Wide Web Information Systems for Graduate Students and Faculty

Web Page	URL
Michigan Tech Home Page	http://www.mtu.edu
J. R. Van Pelt Library	http://www.lib.mtu.edu
Dept. of Humanities	http://www.hu.mtu.edu
RTC Program	http://www.hu.mtu.edu/hu_dept/graduate/rtc/rtc.html
RTC Online Manual	http://www.hu.mtu.edu/hu_dept/graduate/rtc/rtc_advising.html

- **E-MAIL LISTS**

The Department of Humanities uses a series of e-mail lists for communication with graduate students. Graduate students, faculty, and administrative assistants in the department post items of importance to these lists (e.g., job announcements, invitations to Master's and Ph.D. defenses, calls for papers, etc.). These lists are also a rich source for professional conversations within the department.

Table 1.4: Email Lists of interest to Graduate Students

Listserv Names	Audience
hugrad-l@mtu.edu	All graduate students are automatically subscribed to this list. It is the most immediate means of communication among graduate students.
revisions-l@mtu.edu	All GTIs who teach Revisions: Oral, Visual, and Written Communication are automatically subscribed to this list. It is the most immediate means of communication among GTIs, the GTI Director and GTI Assistants to the Director.
stcadvise-l@mtu.edu	This list is for undergraduate students enrolled in the STC program. Graduate students often subscribe to this list because it occasionally posts on-campus job opportunities in technical communication.

Graduate students are automatically subscribed to hugrad-l, and new GTIs are automatically subscribed to revisions-l. To subscribe to any of the other email lists above, send an email message to majordomo@mtu.edu, leave the subject line blank, and type *subscribe* in the message area, followed by the appropriate list name. For example: *Subscribe hugrad-l*

Note: the -l is a dash followed by a lower case letter "l" *not* the number one.

CREDITS & THANKS

This manual depends heavily upon past versions created by the efforts of teams of Graduate Program Directors and their graduate assistants, as well as the RTC Steering Committee members, graduate faculty, and clerical staff.