

# TECM 1500: New Media Experience

**Instructor:** Autumn Hood, she/her, [autumn.hood@unt.edu](mailto:autumn.hood@unt.edu)

**Office hrs:** Tue & Fri 2-3 pm or by appt. [Join here](#)

## Course description

Provide an overview of the various roles involved in software development, design, and management: How people in the tech industry work together to ideate, validate, develop, and sell digital products; what job roles are involved in the process. **There are no prerequisites.**

## Asynchronous course structure

We don't have a set class time each week. so all of our interaction will take place in Canvas—but, just email me if you'd like to schedule a meeting with me. Each week, I'll open a new module, where you can work at your own pace—but you must still submit assignments on time.

## Course objectives

1. Critical Thinking (creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of info):
  - 1.1. Identify industry practices and trends for how a technology idea develops toward the market
  - 1.2. Describe jobs that shape the creation of a technology
  - 1.3. Evaluate the ethics of contemporary tech trends
  - 1.4. Relate your experiences and interests to the tech industry
2. Communication skills (development, interpretation, and expression of ideas via written & oral comms):
  - 2.1. Assess technology development concepts in discussions with students and memos to instructor
  - 2.2. Write clearly and about the tech industry using professional formats and style
  - 2.3. Reflect on experiences with technology

## Technology Requirements

You will need regular internet access. Read tips for succeeding in a digital learning environment at [Learn Anywhere](#)

## Academic support

The [Academic Success Service](#) provides services such as the Learning Center, Advising, The Writing Center, and [more](#). The Department of Technical Communication has the [TECM Comm Lab](#) to help you on TECM assignments.

## Assignments

- **Memos (40% total; 8% ea.):** Respond to prompts related to course material, or reflecting on your experiences with technology.
- **Quizzes (35% total; 2.5% ea.):** Complete quizzes on course material, consisting of multiple-choice, T/F, and matching questions. Quizzes focus on the most recent module, but also include a couple recap questions about previous material.
- **Discussions (20% total; 2.9% ea.):** Post original responses to course prompts, and as well as thoughtful replies to others' posts.
- **Final (5%):** Post original responses to course prompts, and as well as thoughtful replies to others' posts.

## Discussion expectations

Discussions are meant to prompt thought-provoking, relevant conversations among students about a module's topic(s). The discussion assignment involves you creating an "original post" that responds to the assignment prompt, and also responding to another student's original post via the reply feature in Canvas. There are 7 total discussion assignments spread throughout the course. Your grade may have percentage points deducted as follows:

- 15 points if the initial / original post was not submitted by midnight on Thursday
- 20 points if the reply was not submitted by midnight on Sunday
- 20 points if a significant portion of the prompt was not addressed
- 10 points if your reply is so generic that it doesn't meaningfully, specifically respond to someone else's post, and/or seems like it could apply to any post
- Various points deducted for not meeting word count minimums
  - Original post should be at least 250 words
  - Reply should be at least 50 words

## TECM 1500 policies

### Due Dates

- There are no make-ups available unless arrangements were made prior. Late assignments earn a 0.
- If you have an exceptional circumstance, you must document it with the [Dean of Students](#) to get an exception.
- If Canvas is down, contact [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and open a ticket.

Here are some examples of bad excuses for missing assignments—which I do not accept:

- *My internet went out at my place.* Go to campus, Starbucks, a library, a friend’s—there’s Wi-Fi everywhere.
- *I forgot the deadline.* Please use a calendar app, notes, or some other system to help you track due dates.
- *I really need to get a good grade in this class.* Everyone’s in the same boat— please find a routine that works for you.
- *I had a problem last minute with my computer.* Assignments are available for at least a week—plan ahead to get the work done. Plus, you can access computers all over campus, or at local libraries if you are out of state.
- *I had to work last minute.* Again, you have a week or more to complete assignments. Don’t wait until the last minute!

### Online Learning, Attendance, and Communication

For each module, you may work at your own pace. However, you must meet the deadlines. Email me as early as needed with questions. **Please allow me at least 48hrs** to respond. Your emails must be professionally written for a response.

### Instructor Responsibilities and Feedback

I am responsible for helping you learn, updating content, providing clear instructions, answering questions about course content, identifying additional resources, and providing feedback. I will provide feedback on assignments within 14 days.

## We require you to use LockDown Browser and a webcam for online quizzes.

Your webcam can be built-in or via USB. [Watch this video](#) to understand LockDown Browser and the webcam feature.

- You won't be able to access our quizzes with a standard browser. You will get an error if you try,
- LockDown Browser prevents you from accessing other sites, and you can't exit the quiz until it's submitted.

### Instructions

1. [Download and install LockDown Browser.](#)
2. Start LockDown Browser
3. Log into to Canvas
4. Navigate to the quiz

### Guidelines for taking TECM 1500 quizzes

- Ensure you're in a location where you won't be interrupted
- Know how much time is available for the quiz, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the quiz
- Re-run the Webcam & System & Network checks if you are using a different computer or Wi-Fi since the last quiz.
- Ensure the webcam has you in view, the room is well-lit, and that you are not obscuring your face via hats, etc.
- Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move

### Getting technical help

- Find the “Help Center” button in the toolbar. Use the “System & Network Check” to troubleshoot issues.
- Forward your “System & Network Check” information to Canvas support: <https://clear.unt.edu/services/lms-support>.
- Visit their site (“Knowledge Base” > “Respondus LockDown Browser” (“Respondus Monitor” if your webcam is the issue)).
- If you're unable to resolve an issue with LockDown Browser, go to [support.respondus.com](https://support.respondus.com), select “Submit a Ticket.”

## AI policy

AI tools, when used effectively, can increase efficiency, save time on routine tasks, and actually amplify our creative and strategic capacities. **However, it's essential to use AI responsibly and ethically.**

A key objective of this course is to give students a solid foundation of professional writing skills (see Objective 2.2). Using AI tools such as ChatGPT, Claude, or Perplexity to write *for you* interferes with this goal by robbing you of the opportunities to practice and improve. As a result, AI is only allowed in a limited capacity, such as for brainstorming or feedback.

#### Acceptable Uses of AI Include:

- Brainstorming ideas
- Getting feedback on your writing
- Helping outline a paper
- Checking spelling or grammar with tools like Grammarly - so long as they don't meaningfully change your sentences for you

#### Unacceptable Uses of AI Include:

- Generating papers, discussion posts, etc.
- Copy-pasting directly from the AI
- Having AI rewrite your work for you

If you're having trouble with writing an assignment, outsourcing the work to AI may help in the short term, but it will do little to actually improve your writing skills. Taking your assignment to the *UNT Writing Center* is a much more reliable way to improve your writing, and **you will get extra credit for doing so**. If you're unsure about the appropriateness of using AI for a specific task, consult your instructor before proceeding.

### **If AI is suspected**

Understand that actions, such as fabricating content or misrepresenting work, would be considered breaches of academic integrity, with or without the use of AI.

If I suspect use of AI on a submission, I will request a meeting with you, where I will ask about your approach to writing the assignment, how you brainstormed or generated references, further analysis on the topics, etc. From there, if I am further convinced that a particular work is "highly likely" to have been partially or entirely generated with AI, we will escalate next steps that apply to all other forms of academic dishonesty, from receiving a grade of 0 to expulsion from the University.

### **ODA Reminder**

In order to receive academic accommodations in this course, you must first register with the Office of Disability Access (ODA) and follow the procedures outlined in the "University Policies" section of this syllabus.

## **University Policies**

### **ODA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA Website](#).

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials

### **Academic dishonesty**

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. All acts of academic dishonesty will be reported to UNT's Academic Integrity Office. You can read UNT's policy here.

### **Discrimination, Harassment, and Retaliation**

UNT prohibits discrimination or harassment because of race, color, nationality, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. We take active measures to prevent such conduct and investigate and take action when appropriate.

### **Access to Information - Eagle Connect**

Use [my.unt.edu](http://my.unt.edu) for business and academic services. All official communication from UNT will be emailed to your Eagle Connect account. Please visit [Eagle Connect](#) for more info..

### **Important Notice for F-1 Students taking Distance Courses**

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

#### **The paragraph reads:**

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or

- Cheating: using/attempting to use unauthorized materials or info in any work submitted for credit
- Plagiarism: deliberate reproduction of ideas or words of another person as one's own
- Forgery: altering a grade or official academic record or forging the signature of an instructor or student
- Fabrication: intentional, unauthorized falsification of any information or citation in an academic exercise
- Facilitating academic dishonesty: Intentionally helping/attempting to help to violate a provision of the institutional code of academic integrity
- Sabotage: preventing others from completing work/willfully disrupting their academic work

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13-15 of the long semesters so you can evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations

computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Drop Dates

A WF is no longer an UNT option at UNT, but you can drop online courses without instructor signatures, and have 5 business days to re-enroll in dropped courses. If you need to

or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### **Acceptable Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

withdraw for medical reasons prior to deadline, use the normal withdrawal process. If you become unable to make the request on your own, contact the Dean of Students Office: 940-565-2648 or [Dean of Students' site](#).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

## Course schedule

Quiz due | Memo due | Discussion due

Wk #	Starting	Topic	Assignments due by end of week
1	Jan 12	Intro to TECM 1500: assignments, expectations, objectives	Quiz 1 due Sunday 11:59 Discussion 1 due Sunday 11:59
2	Jan 19	Light overview to Technical Communication: what is it, and best practices	Quiz 2 due Sunday 11:59
3	Jan 26	Memo writing 101 <b>Memo 1 assigned:</b> <i>your experience with technology</i>	Quiz 3 due Sunday 11:59
4	Feb 2	Product development life cycle + overview of jobs involved / Why work in technology?	Quiz 4 due Sunday 11:59 Memo 1 due Sunday 11:59
5	Feb 9	Product managers	Quiz 5 due Sunday 11:59 Discussion 2 due Sunday 11:59
6	Feb 16	UX researchers	Quiz 6 due Sunday 11:59
7	Feb 23	UX research methods <b>Memo 2 assigned:</b> <i>conduct a usability test</i>	Quiz 7 due Sunday 11:59 Discussion 3 due Sunday, 11:59
8	Mar 2	UX designers	Quiz 8 due Sunday 11:59 Memo 2 due Sunday 11:59
–	Mar 9	<i>Spring break this week; no course content</i>	
9	Mar 16	User centered design and Accessibility <b>Memo 3 assigned:</b> <i>evaluate accessibility</i>	Quiz 9 due Sunday 11:59 Discussion 4 due Sunday, 11:59
10	Mar 23	Development, agile scrum	Quiz 10 due Sunday 11:59 Memo 3 due Sunday 11:59 Discussion 5 due Sunday, 11:59
11	Mar 30	Technical communication <b>Memo 4 assigned:</b> <i>technical communication</i>	Quiz 11 due Sunday 11:59
12	Apr 6	Catch up week / 1:1 conferences as needed	
13	Apr 13	Marketing, content strategists, SEO	Quiz 12 due Sunday 11:59 Memo 4 due Sunday 11:59 Discussion 6 due Sunday, 11:59
14	Apr 20	Sales and account managers	Quiz 13 due Sunday 11:59
15	Apr 27	AI and ML: What is it? What is its role in developing technology? <b>Memo 5 assigned:</b> <i>the role in AI in technology</i>	Quiz 14 due Sunday 11:59
16	May 4	Course wrap up	Discussion 7 due <b>Friday</b> 11:59 Memo 5 due <b>Friday</b> , 11:59 Final exam due <b>Sunday</b> , 11:59