# TECM 1700: Technical Writing

# Course Information

Term: Fall 2018

Location: AudB 308

# Instructor Information

Instructor: Charlie Riccardelli

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# TECM 1700: Introduction to Professional, Science, and Technical Writing

This course meets the requirements for the University CORE and is a process-oriented introduction to writing, especially for science, pre-engineering, and business students. We will focus on understanding the writing situation and practice writing in response to professional, science, and technical situations. You will fulfill the following learning objectives by the end of this course:

* Learn effective study skills
* Learn to practice time management
* Learn to work as an effective member of a collaborative team
* Learn skills for evaluating effective writing
* Enhance grammar and punctuation skills
* Become familiar with the genres of writing common to technical disciplines
* Learn to apply the rhetorical situation (audience, purpose, occasion) to the decision-making process when writing and learning.

# Required Text

The required text for this course is

 Lannon and Gurak’s *Technical Communication*, 14 ed (2016).

ISBN: 9780134271958. Subscription to MyWritingLab is optional.

Supplemental readings will be available on Canvas.

# Course Assignments

The assignments on this course are designed to provide you with the opportunity to demonstrate and develop their writing abilities. As this is a writing intensive class, each assignment, whether individual or group, requires substantial contributions and solid evidence of audience analysis, ethical considerations, and problem-solving skills. Throughout the process this course requires review, revision and editing—all of which improve the effectiveness of your writing.

You will complete the following assignments in the class. Full assignment descriptions will be placed under the "assignments" tab in Canvas.

|  |  |  |
| --- | --- | --- |
| Assignment | Type | Grade Weight |
| Correspondence Package | Individual | 10% |
| iFixit Page Revision  | Individual | 10% |
| Grammar Test | Individual | 10% |
| iFixit Proposal/Email | Individual | 5% |
| iFixit Troubleshooting Page | Individual | 5% |
| Progress Report  | Group | 10% |
| iFixit Guide  | Group | 5% |
| iFixit Guide  | Individual | 10% |
| iFixit Project Presentations  | Group | 5% |
| Quizzes, Homework, Drafts, and Participation | Individual and Group | 15% |
| Final Exam  | Individual  | 15% |

# Grading Scale

The following criteria serve as general guidelines for all assignments submitted in this course. Please take the time to familiarize yourself with these guidelines.

"A" (90-100%): A manager would be very impressed and would remember the work when a promotion is discussed. In this course, that means work that is a pleasure to read, with excellent content, grammar, sentence structure, mechanics, and visual design. In addition, work is thorough, complete, coherent, well organized, supported sufficiently, and demonstrates a superior understanding of audience, purpose, and rationale.

"B" (80-89%): A manager would be satisfied with the job, but not especially impressed. This means that papers are well written and well produced, and demonstrate a substantial addition to the learning process. Work is sufficiently developed, organized, and supported, and demonstrates a solid understanding of audience, purpose, and rationale.

"C" (70-79%): A manager would be disappointed and ask you to revise or rewrite sections before allowing clients and others to see the work. In other words, the paper may have clear, but underdeveloped ideas, or the paper might not engage or affect the reader. The paper may contain some errors in grammar, mechanics, or logic.

"D" (60-69%): A manager would be troubled by the poor quality of work. This level of work forces the reader to work too hard to understand the main ideas. The paper may contain incomplete information, have serious grammar and mechanical problems, lack clear organization, or be conceptually unclear.

"F" (0-59%): A manager would start looking for someone to replace you. In particular, work fails to address the tasks of the assignment, is so underdeveloped as to demonstrate incompetence, and is mechanically and grammatically incomprehensible. This grade will also be assigned for any evidence of plagiarism.

# Course Policies

Course Policies and Procedures

These policies provide you with the formal regulations governing this course. Submission of your first assignment indicates you have read, understood, and agreed to these policies.

***Attendance***

Your presence in this course is mandatory not optional. You cannot perform well in this course unless you attend class. If you miss class for any reason, you are responsible for all material covered and all assignments completed. Should you miss more than 3 classes, your grade will be lowered one letter. If you miss 6 classes, you will receive a grade of 'F' in the class.

*Lates (tardies)* will be logged and can result in a lowered grade should they accumulate. If, for example, a participation grade or quiz is given during the first 15 minutes and a student arrives late, a grade of zero (0) will be earned for that assignment. I will take attendance at the beginning of class. Any students who arrive after I finish taking attendance will be marked late. If you arrive after the first 10 minutes, you will be marked absent.

Likewise, any student who *leaves class* before it has ended or without my prior approval will automatically receive an absence for that day. Stay connected to UNT news sources about campus closures. Make sure your [Eagle Alert](https://www.unt.edu/eaglealert) contact info is current at myUNT.

***Drop Dates***

Please be aware of the below deadlines as well as the changes in grading policies. UNT students can no longer receive a grade of WF, and they can drop a course online without the instructor’s signature. However, students have 5 business days to decide if they want to be re-instated in a dropped course.

|  |  |
| --- | --- |
| Date | Description |
| Sept 11 | Beginning this date, a student who wishes to drop a course must complete the drop process by submitting an online drop form to the Office of the Registrar (student receives W). |
| Nov 5 | Last day for a student to drop a course (student receives W). |
| Nov 11 | Beginning this date, a student who qualifies (75% complete and passing) may request an Incomplete, with a grade of I. |
| Nov 21 | Last day to withdraw (drop all classes—student receives W). |

***Medical Withdrawals***

If a student must withdraw due to medical reasons, prior to the withdrawal deadline as indicated in the academic calendar, a student may do so through the regular withdrawal process. If a student is incapacitated or unable to make the request on his/her own, please contact the Dean of Students Office for assistance at 940-565-2648. For details regarding the withdrawal process, go to <http://deanofstudents.unt.edu/withdrawals>.

**General Technology Requirements**

*Computer Operations and Access Requirements*

As this is a sophomore-level course, you are expected to be familiar with the day-to-day operation of computers including UNT email (and sending attachments), Canvas, and standard software.

You are also expected to have regular access to computing technology, whether it be your computer at home or the computers provided by UNT. There are 14 computer labs on campus, including one 24-hour lab.

***Hardware and Disk Media Requirements***

It is your responsibility to ensure that the computer(s) and disk(s) you use are functional and that you have backed up your data in the case of technological failure.

As a student at UNT, you can back up data, up to 25 GB, through [OneDrive](http://eagleconnect.unt.edu/). A corrupted disk or crashed hard drive does not constitute an excuse for late or unsubmitted work. If you need to bring electronic files to class, please email them to yourself as attachments or use the OneDrive available through your EagleConnect account.

***Email Requirement***

All students must have a valid UNT email address, as it is the only email address I can use to communicate with you. You can forward your UNT email to your regular account (Hotmail, Yahoo, etc.), should you not wish to directly check your UNT account. It is also your responsibility to check your email regularly. I often use email to send class emails, including notices, updates, and advisories.

Your emails should follow proper formatting with informative subject lines, greetings, and goodbyes, along with punctuation and capitalization. If you do not follow this formatting, I will delete the email without reading it.

**Assignment Submission and Grading**

*Format*

Major assignments and drafts must be submitted through Canvas unless otherwise noted. Emailed assignments will not be accepted.

*Due Dates*

Assignments must be completed and uploaded to Canvas by the beginning of the designated class period, unless specified otherwise. If an assignment is due at 8AM, turn it in by 8AM. Anything turned in even 1 minute late will receive a ‘0’ grade. I do not accept late work unless you have documented extenuating circumstances related to university events or the observance of a recognized holy day.

It is your responsibility to turn in your work on time. Computer-related excuses will not be accepted as per the above technology requirements.

Lastly, you may not use program templates (e.g., Word templates) to format any of your documents — these don't encourage you to learn the programs and generally result in dull, unpersuasive documents.

**Classroom Behavior**

It is expected that discussions will occur in the classroom; consequently, it is important to be respectful and listen to the instructor and your classmates. "Listening" does not include answering a cell phone, texting, chatting to your neighbor, checking email, surfing the Internet, or reading the *North Texas Daily* or any other printed matter. If you are doing these things, I will mark you as absent for the day and may ask you to leave the class.

Your preparedness in this course also falls under the subject of classroom behavior. You are expected to come to every class period with your textbook and appropriate note-taking materials. Likewise, you are expected to have completed all the assigned readings and all assignments due during that class period.

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 (UNT Policy 17.012). The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

The Code applies to your interactions with everyone involved in this course: the instructor, classmates, your project teammates, and invited guests.

**Teamwork Behavior**

You will complete certain major projects in teams. I will assign these teams based on your shared academic interests. Before any teamwork begins, you will create a charter that is designed to improve communication. Your charter will include information on team goals and member roles, strategies for conflict resolution, and protocols for missing deadlines. If your team encounters any project management issues, consult the charter before asking me to intervene. You will evaluate yourself and each team member at the semester's end. These evaluations could influence your grade.

**Academic Integrity**

I follow UNT’s academic integrity and dishonesty policies. UNT defines six acts of academic dishonesty (see UNT Policy 06.003). Below is a brief description of these act and the related 2700 penalty for committing each act:

* *Cheating* —using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours. You will receive a grade of 0 for any assignment that involves cheating.
* *Plagiarism* — the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement. You will receive a grade of 0 for any assignment that involves plagiarism.
* *Forgery* — altering a score, grade, or official academic university record or forging the signature of an instructor or other student. You will receive a final grade of F in the course for any act of forgery.
* *Fabrication* — intentional and unauthorized falsification or invention of any information or citation in an academic exercise. You will receive a grade of 0 for any assignment that involves fabrication.
* *Facilitating academic dishonesty* — intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity. You will receive a grade of 0 for any assignment that involves facilitating academic dishonesty.
* *Sabotage* — acting to prevent others from completing their work or willfully disrupting the academic work of others. You will receive a final grade of F in the course for any act of sabotage.

All acts of academic dishonesty will be reported to UNT’s Academic Integrity Office. You can read UNT's policy at <http://tinyurl.com/nuwo42u>.At the beginning of the semester, we will review the six acts of academic dishonesty and their related penalties. You must also complete a quiz on the subject, which will certify that you understand the policies and procedures.

**Accommodations (Special Arrangements)**

*UNT Office of Disability Accommodations*

In accordance with university policies and state and federal regulations, the university is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities.

To receive accommodations, you must [register with the ODA](http://disability.unt.edu/services/apply) and then [request a Reasonable Accommodation form](http://disability.unt.edu/services/request), which you should present to me within the first two weeks of class (see UNT Policy 16.001). You can read UNT’s policy on disability accommodation for students and academic units at <https://tinyurl.com/y7jshaqx>.

***Sexual Discrimination, Harassment, & Assault***

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. (See UNT Policy 16.005)

UNT’s Dean of Students’ website offers a range of [on-campus and off-campus resources](http://deanofstudents.unt.edu/sexual-misconduct) to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT’s Student Advocate. She can be reached through email at renee.mcnamara@unt.edu or by calling 940-565-2648.

***Religious Holidays***

Students needing to miss class due to the observance of an officially recognized religious holy day are asked to consult with me at least one week in advance so we can schedule missed work accordingly.

# Course Schedule

This is a tentative schedule for this section of 1700. The schedule is subject to change pending our progress this semester.

| **Date** | **Agenda** | **Readings Due** | **Assignments Due** |
| --- | --- | --- | --- |
| Week 1 |  |  |  |
| Day 1, Aug. 27 | Lab orientation; review syllabus |  | Buy textbooks |
| Day 2, Aug. 29 | grammar diagnostic; Wrong word errors; homonym errors review diagnostic  | Chapter 1 |  |
| Day 3, Aug. 31 | Audience |  |  |
| Week 2  |  |  |  |
| Labor Day Sept. 3 | **No Class**   |  |  |
| Day 4, Sept. 5 | Audience (continued)/Style | Chapters 2  | Ch. 2 reading quiz |
| Day 5, Sept. 7 | Style/Structure | Chapter 10 | Ch. 10 reading quiz |
| Week 3 |  |  |  |
| Day 6, Sept. 10 | Style/Structure | Chapters 11  | Ch. 11 reading quiz |
| Day 7, Sept. 12 | Email and Correspondence | Chapters 14 | Ch. 14 reading quiz |
| Day 8, Sept. 14 | Peer Review | Chapter 6 | Correspondence package (draft),Ch. 6 reading quiz |
| Week 4 |  |  |  |
| Day 9, Sept. 17 | Designing Documents | Chapter 19 | Correspondence package (final) |
| Day 10, Sept. 19 | Designing Documents |  | Ch. 19 reading quiz |
| Day 11, Sept. 21 | Creating Instructions |  | iFixit Getting Started |
| Week 5 |  |  |  |
| Day 12, Sept. 24 | Working in Groups  | Chapter 5 | iFixit Page revision (*due to Canvas and iFixit*)Ch. 5 reading quiz  |
| Day 13, Sept. 26 | Assign iFixit Project; Workshop; personality types and learning styles; Charter | Chapter 22 | Ch. 22 reading quiz |
| Day 14, Sept. 28 | Writing Proposals |  | Team Charter |
| Week 6 |  |  |  |
| Day 15, Oct. 1 | Workshop  |  | iFixit Proposal Draft/Email |
| Day 16, Oct. 3 | Research | Chapter 7 | iFixit Final Proposal (*due to Canvas and iFixit*) Ch. 7 reading quiz |
| Day 17, Oct. 5 | Gadgets and Gizmos process description activity |  |  |
| Week 7 |  |  |  |
| Day 18, Oct. 8 | Library research basics; begin iFixit milestone 1 |  | iFixit Final Proposal Changes (if needed) |
| Day 19, Oct. 10 | Comparing documents; concision strategies;  |  |  |
| Day 20, Oct. 12 | Workshop; review for grammar test |  |  |
| Week 8 |  |  |  |
| Day 21, Oct. 15 | In-class grammar test;  |  | Grammar test (final);  |
| Day 22, Oct. 17 | Definitions; Workshop; Inserting page numbers and section breaks | Chapter 17 | iFixit Troubleshooting Page Draft (*due to Canvas and iFixit*)Ch. 17 reading quiz |
| Day 23, Oct. 19 | Parallelism and passive voice |  | iFixit Final Troubleshooting Page |
| Week 9 |  |  |  |
| Day 24, Oct. 22 | Technical Descriptions | Chapter 18 | Ch. 18 reading quiz |
| Day 25, Oct. 24 | Begin iFixit Milestone 2 | "Searching for Information with Field Research Methods" (Scratch drive) | iFixit Troubleshooting Page Changes Due (if needed) |
| Day 26, Oct. 26 | Introduction to Adobe Acrobat; usability testing |  |  |
| Week 10 |  |  |  |
| Day 27, Oct. 29 | Workshop  |  | iFixit Device Page Draft |
| Day 28, Oct. 31 | Primary/secondary research |  |  |
| Day 29, Nov. 2 | PowerPoint design tips; slide Master |  | iFixit Final Device Page |
| Week 11 |  |  |  |
| Day 30, Nov. 5 | Begin iFixit Milestone 3 |  |  |
| Day 31, Nov. 7 | Continue iFixit Milestone 3 |  | iFixit Final Device Page Changes Due (if needed) |
| Day 32, Nov. 9 |  |  | Progress Report (*due to Canvas and iFixit*) |
| Week 12 |  |  |  |
| Day 33, Nov. 12 | Workshop |  | First Guide Draft (*due to Canvas and iFixit*) |
| Day 34, Nov. 14 |  |  |  |
| Day 35, Nov. 16 | Begin Milestone 3 – Part 2 |  | Submit Final First Guide Draft to iFixit |
| Week 13 |  |  |  |
| Day 36, Nov. 19 |  |  | Submit finalized guide drafts (All Guides) to iFixit |
| Day 37, Nov. 21 | iFixit Milestone 4 Workshop |  |  |
| Day 38, November 25 | TBA |  |  |
| Nov. 25 | **No Class** |  |  |
| Week 14 |  |  |  |
| Day 39, Nov. 26 | Giving stellar presentations | Chapter 23 | Ch. 23 reading quiz |
| Day 40, Nov. 28 | Group evaluation form |  | Submit Final Guides to iFixit. |
| Day 41, Nov. 30 | Workshop group presentations |  |  |
| Week 15 |  |  |  |
| Day 42, Dec. 3 | Group Presentations |  | Group Presentations |
| Day 43, Dec. 5 | Group presentations continuedEvaluations  |  | Group Presentations |
| Reading Day, Dec.7 | **No Class** |  |  |
| Finals Week |  |  |  |
| Final Exam Day  | Final exam period |  | Final Exam  |