UNT
UNIVERSITY OF NORTH TEXAS

UNT | COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES
Department of Technical Communication

TECM 2700-450 Introduction to Technical Writing
8 WEEK ONLINE FALL 2025
October 13 – December 12, 2025
3 credits / 100% online

Instructor:	Dr. Cynthia Pope
Phone:	507-382-6121 cell/text (even on weekends by 10 pm)
Email:	cynthia.pope@unt.edu
Office Hours:	8:00-10:00 am CST Friday via Zoom or by special appointment
	https://unt.zoom.us/j/88976651897?pwd=T5MmdfuWEW36ITmxi4TP7yJTaVbGaN.1
	Meeting ID: 889 7665 1897 / Passcode: 249314

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COUNSELING & STRESS RELIEF OPTIONS

COUNSELING SERVICES: Private & free counseling services are available 24/7
- 940-565-2741 or https://studentaffairs.unt.edu/student-counseling
- Student Health & Wellness Center: Chestnut Hall, 2nd floor or 940-565.2333
- Counseling & Testing Center: Chestnut Hall, Suite 311 or 940-565.2333
- Suicide Prevention Lifeline: 1-800-273-8255 or Suicide Prevention URL

STRESS RELIEF:
- Stress relief podcasts https://podcasts.apple.com/us/podcast/decompress/id1506861758 or https://www.youtube.com/watch?v=Hmxhc5ZBD9k
- Virtual museum exhibits https://apple.news/AoXUX57qoTzuLREnMdxoSvQ
- Squirrel video https://x.com/jeepguytexas/status/1940363807542636986?s=42
- Mr. Potato video https://www.youtube.com/watch?v=kgxz0YKu9DA
- Meditative music https://www.youtube.com/watch?v=AYtA3V5s92E

Course Summary

Every profession, regardless of the field, requires solid communication skills: the ability to communicate with an audience inside and outside of the profession. The effective professional has a keen sense of audience and purpose, a command of the language, and an ability to adapt to a variety of communication tasks.

Technical Writing introduces students to the genres, style, and design of technical documents that are used in various professional fields including engineering, science, business, and criminal justice. By the end of this course, you should be able to

- · analyze communication contexts rhetorically by understanding audiences, purposes, and situations
- · create technical documents that solve problems and improve a reader's access to information
- · write effective technical prose
- · design convincing and usable documents
- · research, synthesize, articulate, and graphically represent technical data
- · write collaboratively and work as a member of a team

Textbook
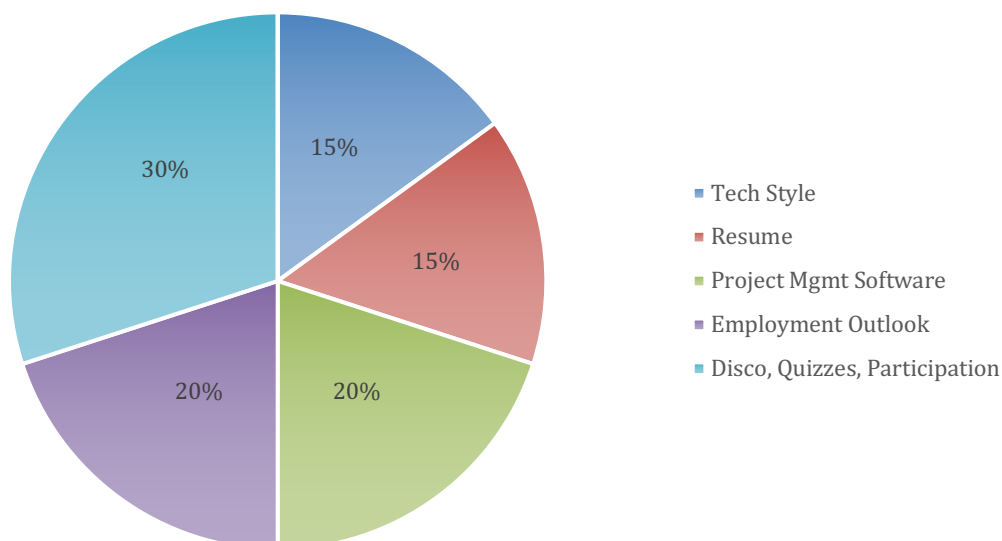
The required **free** text for this course is _Professional and Technical Writing_ 2019 by Suzie Baker and produced under license "Creative Commons Attribution-non-Commercial 4.0." You will need to create a free account with the publisher to download a PDF copy of the textbook. Supplemental readings will be available on Canvas.

Assignments

The assignments in this course are designed to provide you with the opportunity to demonstrate and develop your writing abilities. As **this is a writing-intensive course**, each assignment, whether individual or group, requires substantial contribution and solid evidence of audience analysis, ethical considerations, and problem-solving skills.

Below is a brief description of the major assignments you will complete in this course and the assignment grade weights. More specific instructions about each will be provided in-class and on Canvas.

TECM 2700 Content

Pie chart segments:
- 15% Tech Style
- 15% Resume
- 20% Project Mgmt Software
- 20% Employment Outlook
- 30% Disco, Quizzes, Participation

Technical Style Exam (Individual project) 15%

Identify the style weaknesses in technical document and then edit the document using the style recommendations in textbook. This is an open-note/open-book exam.

Resume (Individual project) 15%

Select an internship posting based on your current qualifications. If you're planning on graduating this year, approach this assignment as if you have your degree. Design and construct a resume based on this posting's desired qualifications. You will be evaluated on the content and appearance of the resume as well as how effectively it targets your audience. Resumes produced with existing templates will not be accepted.

Additionally, write a LinkedIn headline and summary, which would appeal to recruiters and hiring managers. The headline and summary will be assessed on its content and persuasiveness.

Project Management Software Report (Group project) 20%

In assigned groups, research and assess the efficacy of two free project management tools such as Asana, Dropbox, Google Drive, GroupMe, or Slack. After your team has selected its tools, you will perform a usability test. Your team will then synthesize your findings in an IMR&D (Introduction-Methods-Results-Discussion) report.

Employment Outlook Report (Individual project) 20%

Individually, research and report the employment outlook for three positions within your future field. You will locate & synthesize from the Occupational Outlook Handbook (Bureau of Labor Statistics) as well as 3 current job postings in your profession. You will also interview one relevant professional who works outside the university.

The audiences for the employment outlook report are academic advisors and undergraduate directors who advise and recruit students into your major. The report will be assessed on your ability to analyze, synthesize, and visualize technical information.

Professionalism, Discussion Posts, and Quizzes (Individual assignments) 20%

Complete discussion posts, in-class activities, short writings, and assigned readings as well as conduct yourself as a professional communicator.

Final Projects (Individual assignments) 10%

Complete final course reflection gauging improvement in skill set over the semester, a final exit survey, a pre-Correspondence Case memo, and a LinkedIn account.

Grading

The below grading criteria serve as general guidelines for evaluating all assignments. Assignment-specific rubrics will be housed on Canvas. **Grades of ABCDF will be issued, no pass/fail options.**

"A" (90-100%): A manager would be very impressed and would remember the work when a promotion is discussed. 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. Documents 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 document may have clear, but underdeveloped ideas, or it might not engage or affect the reader. The documents 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 documents may contain incomplete information, have serious grammar and mechanical problems, lacks 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 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.

Online Learning, Attendance, and Communication

This course has been developed to promote asynchronous learning. The instructor and students do not meet on a designated day and time each week.

For each module, there is a timeframe to complete all activities and assignments, and you may work at your own pace within that time frame. However, you must adhere to the deadlines outlined on the calendar. You should log into the course daily to check for updates, review lessons, and participate in activities.

You can expect meaningful feedback on written assignments within 7–14 days of the deadline. Questions about grades or other individual issues should be emailed to the instructor, not posted on the discussion forum. I **do not accept late work unless medical documentation is provided.**

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 five (5) business days to be reinstated in a dropped course.

Date	Description
Nov 21	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office. Grades of W are assigned.
Oct 31	First day to request a grade of I, incomplete (See "Grading system" in the Academics section of this catalog.).

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/withdrawal

Technology Requirements

To successfully complete this course, you should have access to a reliable internet source. You should also have these technical skills:

- · Using the Canvas learning management system
- · Using email with attachments
- · Creating and submitting files in common program formats
- · Copying and pasting
- · Downloading and installing software
- · Using spreadsheet programs
- · Using Microsoft Word (**Free** software download for UNT students)

The following information has been provided to assist you with the technological aspect of the course.

- · UNT Help Desk
- · Browser requirements
- · Computer and Internet Literacy
- · TECM Comm Lab (for writing support) https://sites.google.com/view/tecmcommlab
- · TECM Tech Lab (for course-related technology and software support) https://sites.google.com/view/tecm/home

Netiquette Guide

When communicating online, you should

- · Treat others with the same respect you would show in a face-to-face classroom
- · Err on the side of being too formal rather than too informal. Take your cue for the right level from how your professor & classmates interact with you
- · Be cautious when using humor or sarcasm as it can easily be misunderstood
- · Be careful with personal information (both your own and other people's info)

Assignment Submission and Grading

Format

All assignments must be submitted through Canvas unless otherwise noted. Emailed assignments will not be accepted. You may not use program templates (e.g., Word templates) to format your documents – these don't encourage you to learn the programs and generally result in dull, unpersuasive documents.

Due Dates

Unless otherwise noted, all assignments are normally due by 11:59 pm Sundays; however, some assignments–such as Peer Review deadlines–are due 11:59 pm, Wednesdays. Please refer to the calendar in Canvas for detailed information.

As a general rule, you will NOT be able to go back and make up missed assignments unless you have a documented emergency. It is your responsibility to keep up with your assignments.

Students with an excused absence (hospitalization, jury duty, or family emergency) may be asked to produce proper documentation to make up graded work. All make-up work is at the discretion of the instructor. If you encounter a true emergency, contact me & I'll do my best to accommodate you fairly.

Teamwork Behavior

You will complete 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.

Academic Integrity

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 or visit https://policy.unt.edu/policy/06-003

- *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 group projects. That includes omission of effort; thus, all students in the group must contribute. 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 to facilitate equality of educational access for persons with disabilities.

To receive accommodations, you must register with the ODA and then request a Reasonable Accommodation form, which you should present to me within the first week 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.

Federal Regulation for F-1 Students taking Distance Education Courses

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 at 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 online 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 online or distance education course is a course that is offered principally through television, audio, or 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.

F-1 students unsure about their need to participate in an on-campus experiential component for this course should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

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 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.

Schedule

Our tentative schedule for TECM 2700 is subject to change pending student progress during the semester. Each Monday I will update the Canvas Home Page to delineate weekly assignments due & other pertinent information about the course.

Wk	Date	Assignment Due Dates are 11:59 pm by either Wednesdays or Sundays
1	Oct 13	· Baker Unit 1.1-1.8 Quiz by Oct 19 · Academic Integrity Quiz by Oct 19 · Examine Everyday Technical Writing by Oct 19 · Completion Quiz by Oct 19 · Introduce Yourself by Oct 19
2	Oct 20	· Snow Policy A or B by Oct 26 · Baker Unit 3.1-3.6 + 17.8 Quiz by Oct 26 · Pt 1: Diplomacy, etc. Memo by Oct 26 · Pt 2: Tech Style, etc. Memo by Oct 26
3	Oct 27	· Group Resume Discussion by Nov 2 · Baker Units 6.1+ 6.4-6.7 + 13.1-13.2 Quiz by Nov 2 · Resume Conventions Discussion by Nov 2 · Resume <u>Final</u> due Nov 2
4	Nov 3	· Team Discussion Activity by Nov 9 · Team Charter by Nov 9 · Baker Unit 10.1-10.7 Quiz by Nov 9

NOV 7 is MID-TERM (no exam, just that time of the semester)

5	Nov 10	· Investigating Project Mgmt Software Group Discussion by Nov 16
		— Explore the 4 platforms on your own
		— Post entries & respond to teammates
		— One teammate submits to Canvas
		· Baker Unit 8 Quiz by Nov 16
		· Project Mgmt Software <u>Draft</u> Report Nov 16

NOV 21 is LAST DAY TO WITHDRAW FROM FAILING COURSES

6	Nov 17	· Project Mgmt Software Peer Review by Nov 19 (Weds)
		· Project Mgmt Software <u>Final</u> Report Nov 23
		· Project Mgmt Team Evaluation by Nov 23

NOV 24-30 is THANKSGIVING BREAK–NO CLASSES

7	Dec 1	· Developing Interview Qs by Dec 7
		· Summarizing an Interview by Dec 7
		· Employment Outlook Report <u>Draft</u> due Dec 7
		— Emphasis is synthesizing data from each job into one report
		— Look for a pattern (thesis) among all data

8	Dec 8	· Employment Outlook Report <u>Peer Review</u> due Dec 10 (Weds)
		· Employment Outlook Report <u>Final</u> due Dec 12 (Fri)
		— Include visuals (i.e. charts, graphs, etc.) whenever possible from data gathered
		· LinkedIn Profile due Dec 12 (Fri)
		· Final Exit Evaluation due Dec 12 (Fri)

LATE WORK ASSIGNMENT OPTION
Did you miss a deadline? I allow **ONE** assignment not submitted by its due date
(excluding proposals/ drafts/ peer reviews).
Submit by 11:59 pm Dec 12 (Fri) if applicable to you.