TECM 4180: Advanced Technical Communication

# Course Information

Course Number: TECM 4180  
Semester / Session: Fall 2025 (8-Week Session 1)  
Delivery Mode: Online, asynchronous  
Meeting Times: Assignments due Mondays, Wednesdays, and Fridays by 11:59 p.m.  
Location: Canvas LMS; learn. Unt.edu

# Instructor Information

Instructor: Erin Friess  
Email: erin.friess@unt.edu  
Office Hours: Use Outlook’s booking tool

# Course Description

This course emphasizes advanced technical communication skills, including planning, research, report writing, and multimodal deliverables. Students will conduct primary and secondary research, analyze data, and present findings for professional audiences. A financial literacy theme provides a consistent context for practicing technical communication strategies.

# Required Texts & Materials

- Readings, videos, and resources posted in Canvas

# Course Objectives

By the end of the course, students should be able to:  
1. Analyze and respond to workplace communication needs.  
2. Conduct primary (interviews, surveys) and secondary research effectively.  
3. Produce professional reports using appropriate structure, tone, and evidence.  
4. Design and deliver multimodal communication products (e.g., infographics, podcasts).  
5. Apply ethical standards to research and technical communication practices.

# Major Assignments

- Project 1: Interview Report  
- Project 2: Secondary Research Report  
- Project 3: Survey Report  
- Project 4: Public-Facing Deliverable

# Weekly Schedule

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| Week | Date | Assignments Due | Readings |
| 1 | Aug 20 | Introduce Yourself (Discussion); Course Policy Quiz; Statement of Understanding; Grammar & Spelling Quiz | Spence Chapter 1  Technical Writing Essentials Chapter 1 |
| 1 | Aug 22 | Interviewing Best Practices Quiz; Intro & Chapter 1 Quiz; Discussion: Communication Strategies; Choose a Financial Literacy Topic |  |
| 2 | Aug 25 | Bad Report Quiz; Capitalization Quiz; Interview Question List; Initial Exploration of Topic | Reread Spence Chapter 1 |
| 2 | Aug 27 | Apostrophes Quiz; Purpose Statement; Discussion: Interview Pairings |  |
| 2 | Aug 29 | Audience Analysis Practice; Sentence Types Quiz; Fixing a Bad Method Section; Summary of Interview |  |
| 3 | Sep 3 | Interview Report; Using AI Ethically; Findings Quiz; Conclusions Quiz; Passive vs. Active Voice Quiz | Watch Linked In: Primary vs Secondary Sources |
| 3 | Sep 5 | Claims & Evidence Quiz; Evaluate Sources | Reread Spence Chapter 1  Watch Claims and Evidence Video |
| 4 | Sep 8 | Ethos/Logos/Pathos Quiz | Reread Spence Chapter 1  Watch Ethos/Logos/Pathos |
| 4 | Sep 10 | Annotated Bibliography | Reread Spence Chapter 1 |
| 4 | Sep 12 | Survey Design Quiz | Reread Spence Chapter 1 |
| 5 | Sep 15 | Learning About Qualtrics | Watch Qualtrics Video |
| 5 | Sep 17 | Secondary Research Report | Reread Spence Chapter 1 |
| 5 | Sep 19 | Content Strategy Recap; Submit Qualtrics Pilot |  |
| 6 | Sep 22 | Deliverable Pitch Proposal; Survey Recruitment Plan; Group Discussion: Share Survey |  |
| 6 | Sep 24 | Survey Revision & Launch |  |
| 6 | Sep 26 | Excel Charts & Graphs; Annotated Bibliography for Deliverable | Watch: Making Charts and Graphs in Excel |
| 7 | Sep 29 | Heuristic or Rubric for Deliverable |  |
| 7 | Oct 1 | Survey Report Progress Update; Deliverable Progress Update |  |
| 8 | Oct 6 | Survey Report |  |
| 8 | Oct 8 | Public-Facing Deliverable; Group Discussion: Share Deliverable |  |
| 8 | Oct 10 | Peer Feedback |  |