**TECM 4180: Advanced Technical Communication**

**Instructor Information**

**Name:**Eric Williams

**Office Location:** AUDB 302

**Office Hours:** TWR 1:00pm-3:00pm (in person & online)

**Email:** eric.williams@unt.edu

**Course Information**

**Meeting Times:**Asynchronous online

**Location:** Online

**Description**

Professionals in all fields are increasingly called upon to evaluate processes, improve outcomes, and lead change. To make sound conclusions and to influence others, you need to gather information, ensure that it’s valid and credible, and present your findings and recommendations in a clear compelling way. In this course, you’ll gather information through interviews, surveys, and secondary research. You’ll hone your critical thinking skills. You’ll learn how to organize your content for maximum impact. And you’ll develop memos, articles, reports, and graphs.

By the end of this course, you should be able to—

* work in a team;
* make decisions and solve problems;
* plan, organize and prioritize work;
* communicate verbally;
* obtain and process information;
* analyze quantitative data;
* understand technology related to the job;
* use software proficiently;
* create and/or edit reports

**Prerequisites**

TECM 2700

**Objectives**

The objectives for this course are to continue developing professional communication skills, complete professional interviews, create individual research, and develop teamwork strategies.

**Required Materials**

* *Organizing Ideas* by Matthew Spence
* *Think Smarter, Critical Thinking to Improve Problem-Solving and Decision-Making Skills* by Michael Kallet

**Course Requirements**

**Major Assignments & Grading**

| **Assignment** | **Weight** | **Description** |
| --- | --- | --- |
| Weekly Activities | 20% | Practice key concepts through individual or group assignments, discussions, or quizzes |
| Student Interview Report | 10% | Interview a peer and report your findings |
| Client Interview Report | 15% | Research an industry, interview a client, and report your findings |
| Intercultural Communication Report | 15% | Research an international franchise, analyze intercultural communication, and write a report |
| Pitch Proposal | 10% | Develop a persuasive summary and proposal for a research project |
| Research Plan | 10% | Work with your group to summarize a problem, find sources, and create survey questions |
| Survey Report | 20% | Collect and analyze group survey data, make recommendations, and report findings |

**Course Policies**

**Assignment Policy**

All assignments in this class will be submitted via Canvas. If you have any technical issues with assignment submission through Canvas, email your instructor with the assignment before the deadline.

**Weekly Activities are in-class assignments that will not be accepted late and cannot be made up if you are absent.**

Reports and Proposals, apart from the Survey Report, may be submitted late without prior approval from the instructor. O**ne letter grade will be deducted per 24 hours the assignment is late.**

Survey Reports will not be accepted late unless an extension has been granted. **Requests for extensions must be submitted via email at least 48 hours before the assignment deadline.**

Templates from programs such as Microsoft Word are prohibited for assignments.

**Communication and Feedback**

Email your instructor with any questions you have throughout the semester. Allow for at least 48 hours response time. Emails must be addressed and formatted appropriately to receive a response.

Assignments will be graded within 2 weeks of submission. If additional time is needed, you will be notified. Grades are non-negotiable. If you have a question about your grade, first review your feedback and wait 24 hours before contacting your instructor.

**Use of AI**

You can leverage AI tools for brainstorming, proofreading, and general research assistance. However, you should thoroughly review, edit, and understand any direct output from an AI tool before submitting it. **Just like any other source, if you use insights or outputs from an AI, ensure you acknowledge or cite it appropriately.**

AI tools, while powerful, can sometimes produce fabricated or inaccurate information. It's your responsibility to vet any content, AI-generated or otherwise, before submission.

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 you're unsure about the appropriateness of using AI for a specific task, consult your instructor before proceeding.

**University Policies**

**Americans with Disabilities Act (ADA)**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (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. Note that 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](https://disability.unt.edu/)

[Links to an external site.](https://disability.unt.edu/).

**Academic Integrity Policy**

Academic Integrity Standards and Consequences. 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.

**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)

[Links to an external site.](https://deanofstudents.unt.edu/conduct)to learn more.

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender 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. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**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.

**Course Policies (Key Points)**

* **All assignments** must be submitted via Canvas.
* **If you have a technical issue,** email the instructor with your assignment before the deadline.
* **Weekly Activities** are in-class and cannot be made up if missed.
* **Reports and Proposals** (except Survey Report) may be submitted late (with a one-letter-grade deduction per 24 hours).
* **Survey Reports** will **not** be accepted late unless an extension is approved (request at least 48 hours in advance).
* **Do not use Microsoft Word templates** for assignments.

**Getting Started**

* Review the AI Use Policy and Module Zero before beginning your first assignment.
* Reach out if you have questions—we’re here to help!