

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

## Course Information

Term: Fall 2025  
Location: AUSB 308  
Time: Tu/Th 11:00 a.m. - 12:20 p.m.

## Instructor Information

Instructor: Jill Harold  
Office hours: Tu/Th 12:30 - 2:00 p.m. and by appointment  
Office location: AUSB 317D  
Email: [Jill.Harold@unt.edu](mailto:Jill.Harold@unt.edu)

## Course Summary

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, scientific, 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

## Textbook

The required text for this course is:

Lannon and Gurak's Technical Communication, 16 ed (2016). ISBN 13: 8220145133865. You may purchase the print or digital 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.

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 and Group	10%
Applied Research and Writing Package	Individual and Group	10%
iFixit Standard Project: Proposal	Group	5%
iFixit Standard Project: Milestone 1	Group	5%
iFixit Standard Project: Milestone 2	Group	5%
iFixit Standard Project: Milestone 3	Group	15%
iFixit Milestone 4: Peer Review	Group	5%
Group Contribution Grade	Individual	5%
Quizzes, Homework, Drafts, and Participation	Individual	20%
Final Exam Practice	Individual	5%
Final Exam	Individual	15%

## Grading

The following grading criteria serve as general guidelines for evaluating all assignments. Assignment-specific rubrics will be housed on Canvas.

"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, the 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 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, 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 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 4 classes, your grade will be lowered by one letter. If you miss 6 classes, you will receive a grade of 'F' in the class.

Lates (tardies) may be logged and can result in a lowered grade should they begin to 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 received for that assignment.

Any student who leaves class before it has ended or without my prior approval will automatically receive an absence for that day. Any student who is asked to leave class, "kicked out," or otherwise disruptive enough to detract from other students' learning will receive an absence for the day.

### *Drop Dates*

Please be aware of the [UNT academic calendar](#). Please review [UNT Drop Dates and Deadlines](#) for more information about dropping a course.

### *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.

## General Technology Requirements

### *Computer Operations and Access Requirements*

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 personal computer or the computers provided by UNT. There are 14 computer labs on campus,

including one 24-hour lab.

#### *Device Requirements*

Your TECM classroom is a collaborative BYOD lab (bring your own device). Therefore, you must either bring your own device to every class period or reserve a device from our TECM TechLab. If you bring your own device, it must be equipped with a non-web-based word processor and internet access capabilities via the UNT Wifi network. As a UNT student, you can install a free version of MS Office Suite on your personal computer. Visit <https://it.unt.edu/installoffice365> for more information.

For students who cannot bring a device to class, the TECM TechLab provides laptops that can be checked out at the main service desk in AADB307. Reserve your device early and through the WebCheckout link: <http://checkout.unt.edu/patron>. If you think you will need a device throughout the semester, WebCheckout allows you to make recurring reservations. These reservations are not to exceed your scheduled class time.

#### *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](#). 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. It is also your responsibility to check your email regularly. I often use email to send class emails, including notices, updates, and advisories.

## **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 due date unless specified otherwise. 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, etc. 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 classrooms, 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 several major projects in teams. 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 acts 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 acknowledgment. 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](#) and then [request a Reasonable Accommodation form](#), which you should present to me within the first two weeks of class (see UNT Policy 16.001). For questions, please contact the [UNT ODA](#).

### *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.

### *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.

## Schedule

Below 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
<b>Week 1</b>			
Aug 19	<b>Class introduction</b> Review syllabus Lab Orientation Introduction to Teamwork Writing diagnostic		Buy textbook
Aug 21	<b>Intro to Technical and Professional Writing</b> Grammar review: Faulty agreement Writing technical descriptions		
<b>Week 2</b>			
Aug 26	<b>What is technical communication?</b> Building unity through teamwork Grammar review: Sentence Structure	Chapter 1: Introduction to Technical Communication  Appendix B.1 Grammar: pp. 651-658	Ch. 1 reading quiz
Aug 28	<b>Attending to Audience</b> <b>Document Design</b> <b>Lists</b> Grammar review: Sentence Structure	Chapter 2: Meeting the Needs of Specific Audiences  Appendix B.2 Punctuation: pp. 659-665 Appendix B.3 Mechanics: pp. 666-669	Ch. 2 reading quiz
<b>Week 3</b>			
Sep 2	<b>The Writing Process &amp; Document Design</b> Grammar review: Agreement Individual Correspondence Case Practice	Chapters 6: An Overview of the Technical Writing Process  Chapter 13: Designing Pages and Documents  Appendix B.4 Usage:	Ch. 6 reading quiz  Ch. 13 reading quiz

		p. 670 Appendix B.5 Transitions: p. 671	
Sep 4	<b>Workplace Emails, Memos, and Letters</b> Team Correspondence Case Practice  Mechanics review: Punctuation	Chapter 14: Email, Texts, and Instant Messaging  Chapter 15: Workplace Memos and Letters  Appendix B.6 Lists: p. 671	Ch. 14 reading quiz  Ch. 15 reading quiz
<b>Week 4</b>			
Sep 9	<b>Organizing for Readers</b>  Mechanics review: Usage	Chapter 10: Organizing for Readers  Appendix A Documentation: pp. 618-626	Ch. 10 reading quiz  Correspondence package (final)
Sep 11	<b>Editing for a Professional Style and Tone</b> Paraphrasing vs. Plagiarism  Introduction to Applied Research Package: Researching a Problem	<a href="#">iFixit Paraphrasing vs. Plagiarism</a> Chapter 11: Editing for a Professional Style and Tone  Chapter 12: Designing Visual Information	Ch. 11 reading quiz  Ch. 12 reading quiz
<b>Week 5</b>			
Sep 16	<b>Proposals Wikis, Web Pages, and other Online Content</b> Applied Research: Designing a Survey and Visualizing Results	Chapter 22: Proposals  Chapter 24: Web Pages and Social Media	Ch. 22 reading quiz  Ch. 24 reading quiz
Sep 18	<b>Teamwork and Global Considerations</b> Applied Research Proposal: Writing a Report with Qualitative and Quantitative Data	Chapter 5: Teamwork and Global Considerations	Ch. 5 reading quiz
<b>Week 6</b>			
Sep 23	<b>Thinking Critically about the Research Process</b> Applied Research Proposal: Designing a Presentation	Chapter 7: Thinking Critically about the Research Process  Chapter 20: Informal Reports  <a href="#">How to Take Awesome Photos</a>	Ch. 7 reading quiz  Ch. 20 reading quiz



Sep 25	<b>Technical Definitions</b> Introduction to iFixit: Sign up for a team, create a profile  iFixit Photograph orientation  How to Take Awesome Photos Game	Chapter 17: Technical Definitions  <a href="#">Common Student Mistakes</a>	Ch. 17 reading quiz
<b>Week 7</b>			
Sep 30	<b>Technical Descriptions, Specification, and Marketing Materials</b> LEGO ® device page, troubleshooting page, device repair guide	Chapter 18: Technical Descriptions, Specifications, and Marketing Materials  <a href="#">Project Safety</a>	Ch. 18 reading quiz
Oct 2	<b>Instructions and Procedures</b> Team Charter “Unboxing” Day <a href="#">Getting Started</a> iFixit: Proposal draft	Chapter 19: Instructions and Procedures  <a href="#">Common Student Mistakes</a>  <a href="#">Tools and Materials</a>	Ch. 19 reading quiz  Tools and Materials Quiz
<b>Week 8</b>			
Oct 7	iFixit: Proposal Final iFixit Milestone 1: Orientation	<a href="#">Tech Writing Handbook</a> Chapters 0 and 1	iFixit Standard Project iFixit Final Proposal
Oct 9	iFixit Milestone 1: Workshop	<a href="#">Tech Writing Handbook</a> Chapters 2 and 3	iFixit Troubleshooting Page Draft
<b>Week 9</b>			
Oct 14	Instructions and Procedures iFixit Milestone 1: Due iFixit Milestone 2: Orientation	<a href="#">Tech Writing Handbook</a> Chapters 4 and 5	iFixit Troubleshooting Page Final
Oct 16	iFixit Milestone 2: Workshop	<a href="#">Tech Writing Handbook</a> Chapters 6 and 7	iFixit Troubleshooting Page Changes Due iFixit Device Page Draft
<b>Week 10</b>			
Oct 21	iFixit Milestone 2: Due iFixit Milestone 3: Orientation	<a href="#">Tech Writing Handbook</a> Chapters 8 and 9	iFixit Final Device Page
Oct 23	iFixit Milestone 3: Workshop	<a href="#">Tech Writing Handbook</a> Chapters 10 and 11	
<b>Week 11</b>			
Oct 28	iFixit Milestone 3: Workshop		
Oct 30	iFixit Milestone 3: Workshop		
<b>Week 12</b>			

Nov 4	iFixit Milestone 3: Workshop		First Guide Draft
Nov 6	iFixit Milestone 3: Workshop		Submit Final First Guide Draft to iFixit
<b>Week 13</b>			
Nov 11	iFixit Milestone 3: Workshop		
Nov 13	iFixit Milestone 3: Workshop		
<b>Week 14</b>			
Nov 18	iFixit Milestone 3: Workshop		
Nov 20	iFixit Milestone 3: Workshop Group evaluation form		Submit Final Guides to iFixit
<b>THANKSGIVING BREAK: November 25-29</b>			
<b>Week 15</b>			
Dec 2	Milestone 4: Peer Review		
Dec 4	Practice Final Exam		Evaluations
<b>Week 16</b>			
	No class: FINAL EXAM available online		FINAL EXAM