

# TECM 2700: Technical Writing

## Course Information

Term: Fall 2025  
Time: Thursday 5:00pm to 7:50pm  
Location: NTDP D215

## Instructor Information

Instructor: Kathryn Beasley Walther  
Office hours: T/Th 12pm-1pm via Zoom or email to set appointment  
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## 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 text for this course is [\*Professional and Technical Writing\*](#) 2019 by Suzie Baker.

This textbook is free and produced under license "Creative Commons Attribution-NonCommercial 4.0." You will need to create a free account with the publisher in order 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.

### ***Technical Style Edit and Justification Memo, 15%***

Review and refine the style of a technical document, focusing on tone and professionalism. Edit the document in line with textbook recommendations. This is an open-note/open-book test. Ensure you reference your textbook and notes for style guidelines. Complete independently without AI assistance.

### ***Resume and LinkedIn Headline/Summary, 20%***

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. 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, 15%***

In assigned groups, research and assess the efficacy of two free project management tools such as Asana, Dropbox, Google Drive, GoToMeeting, 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, 20%***

In assigned groups, research and report the employment outlook for your future profession. Each team member is responsible for locating and synthesizing data from the Occupational Outlook Handbook (Bureau of Labor Statistics) as well as 3 current job postings in his or her desired field and location. Each team member will also interview one relevant professional who works outside the university. Your team must use the project management tool you recommended in the project management report to communicate with one another.

### ***LinkedIn Profile, 10%***

Write the content necessary for an effective LinkedIn profile. If you don't wish to post these materials on LinkedIn, submit them via Canvas. The profile content should include a professional headshot as well as the following sections: summary, experience, courses, skills, and education. Organize these sections based on what we've discussed about hierarchy in class as well as the experiences that distinguish you from the competition.

### ***Discussion, Drafts, and Quizzes, 10%***

Complete homework, in-class activities, short (or micro) writing, and assigned readings as well as conduct yourself as a professional communicator.

### ***Professionalism and Participation, 10%***

This course is designed to simulate an authentic professional environment. Students will receive a grade based on the quality of their professional behavior and participation in class. Examples of expectations for this are in Canvas.

## **Grading**

The below 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, 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 2 classes, your grade will be lowered by one letter. If you miss 4 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.

Likewise, any student who leaves class has before it has ended or without my prior approval will automatically receive an absence for that day.

### ***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 reinstated in a dropped course.

Date	Description
Aug. 30	Drop with a Grade of W begins.
Nov. 7	Last day for a student to drop a course (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 <https://studentaffairs.unt.edu/dean-of-students/policies/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 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 has computers, but you can also bring your own device.

If you bring your own device, it should be equipped with a non-web-based word processor and internet access capabilities via the UNT Wifi network. Tablets or devices with cloud-based word processors, such as GoogleDocs, are not recommended because they do not give you the full capabilities required in this TECM course. 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.

### ***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. 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.

## **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. I do not accept late work for full credit unless you have documented extenuating circumstances related to university events or the observance of a recognized holy day. You will lose one letter grade for each day that an assignment is turned in late unless you have an approved reason to submit an assignment late. Communicate early if you will be late submitting an assignment.

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.

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 two 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.

## AI-Assistance Policies

The emergence and advancement of AI-assisted tools can increase efficiency. Interestingly, by saving time on routine tasks, using these tools actually amplify our creative capacities.

By harnessing the power of AI, you have the opportunity to better connect your writing to its intended audience and purpose. However, it's essential to use AI responsibly and ethically.

### ***General 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.

### ***Purpose of TECM 2700 Assignments***

The primary aim of TECM 2700 assignments is to develop the writing and design skills you need to be successful in academic and career endeavors. This is why there are specific guidelines on the use of AI tools for these assignments.

Below are more specific guidelines on how AI should and should not be used for major assignments in TECM 2700:

#### ***Correspondence Case (and other general writing assignments)***

Do not use AI tools to draft or conceptualize your responses. Instead, develop your response based on your understanding and skills.

#### ***Technical Style Edit and Justification Memo***

Refrain from using AI to perform style analyses or suggest edits. While you can use AI for grammar and spelling checks, the justification for style edits should be your own work.

#### ***Resume***

While AI can offer insights on formatting and phrasing, the content in your resume should accurately represent your personal experiences, skills, and achievements. Do not use AI to fabricate or exaggerate any part of your resume.

#### ***Stukent Simternship™***

The Simternship is designed to help you develop your professionalism, work ethic, and writing skills. Do not use generative AI to complete the Simternship™.

#### ***Project Management Software Report***

You can use AI for data collection and initial research about various software options. However, evaluations, comparisons, and final recommendations should be based on your understanding and analysis.

#### ***Employment Outlook Report***

You can use AI for initial research on job market trends. However, fabricating interview subjects or responses, with or without AI assistance, is strictly prohibited.

### *Short Reports and Homework*

Your short reports should genuinely reflect your contributions. Do not use AI to exaggerate or fabricate progress.

### *LinkedIn Profile*

AI can assist in proofreading, but do not rely on it to generate content for your LinkedIn profile. Your profile should authentically represent your skills and experiences.

Trust your gut. If using an AI tool in a particular manner feels "wrong" or if you're unsure about its appropriateness, trust your instincts and seek guidance. Raising thoughtful questions or concerns with your instructor is encouraged. These discussions are not considered academic dishonesty; rather, they invite positive conversations about the value and potential drawbacks of AI tools.

## **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). 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](#) to help support survivors, depending on their unique needs. Contact 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.

## **Schedule**

Below is a tentative schedule for this section of 2700. The schedule is subject to change pending our progress this semester. Any updates to assignment due dates will be posted in Canvas.



<b>Date</b>	<b>In-Class Activities</b>	<b>Readings Due</b>	<b>Assignments Due</b>
8/21/25	Opening lab orientation, activity: What is TC?, syllabus, correspondence case, academic integrity		Correspondence case (completed in class)
<b>Unit 1. Technical Style</b>			
8/28/25	Review correspondence case, Activity: Snow policy memo, style lecture (editing for clarity and concision)	Baker, Units 1.1-1.8; Baker, Units 3.1-3.6 Baker, Unit 17.8	Academic integrity quiz  Baker, Units 1.1-1.8, 3.1-3.6 & 17.8 quiz
9/4/25	Style lecture (editing for fluency, finding the exact words, adjusting your tone), writing professional emails	Baker, Unit 5, Unit 14.4	Baker, Unit 5 quiz
9/11/25	Practice and review style exam, designing your professional brand creating a resume "shell" with MS-Word tables	<a href="#">"How to create a personal branding resume"</a>  Baker, Unit 9	Practice tech style edit/memo (completed in class)  Baker, Unit 9 quiz
<b>Unit 2. Technical Design</b>			
9/18/25	Final style exam, activity: Resume assessment	Baker, Units 6 and 13	Tech Style Edit/Memo (final, completed in class)  Baker, Units 6.1, 6.4-6.7 & 13.1-13.2 quiz
9/25/25	Activity: Resume conventions, job posting analysis,	Palmer's <a href="#">"LinkedIn: Are you making the key connections?"</a>	

Date	In-Class Activities	Readings Due	Assignments Due
	design principles, LinkedIn 101		
10/2/25	Guided workshop on resume and LinkedIn headline/summary, cover letters, interviewing skills, portfolios, and references	Baker, Units 6.2-6.3	Resume and LinkedIn headline/summary (draft)
Unit 3. Project Management			
10/9/25	Wrapping up Resumes  Collaborating with a team, <a href="#">team roles</a> , <a href="#">learning styles</a>  IMR&D reports, assign project management report, Activity: Creating user-test scenarios	Baker, Units 10.1-10.7  Empirical Research Article, IMR&D structuring your paper, IMR&D Example (PDFs on Canvas)	Resume and LinkedIn headline/summary peer review  Baker, Units 10.1-10.7 quiz
10/16/25	Activity: Creating user-test scenarios (cont.), draft methods, Activity: User-test guidelines, draft results	Baker, Units 14.3 (only read the content related to "Usability")  "Usability test demo" (YouTube video linked on Canvas)	Team charter  Resume and LinkedIn Summary (final)
Unit 4. Data Synthesis			
10/23/25	Assign employment outlook report, team brainstorming, exploring primary and secondary sources,	Baker, Units 8	Project management report (draft)  Baker, Unit 8 quiz

<b>Date</b>	<b>In-Class Activities</b>	<b>Readings Due</b>	<b>Assignments Due</b>
	interviews, and surveys		
10/30/25	Team workday, evaluating and interpreting information, assign primary research report	Baker, Unit 15	Project management report (final)  Baker, Unit 15 quiz
11/6/25	Progress reports, assign LinkedIn profile, summarizing research findings, Activity: Interview summary	Baker, Units 8.2-8.4	Primary research report (final)
11/13/25	Designing visual information, Activity: Technical graphics, team workday	Baker, Unit 13.2 (reread content on "Creating Graphics")	
11/20/25	Writing abstracts, building a formal report template, MS-Word styles, bookmarking in Adobe Acrobat		Progress report (final)
11/27/25	No class – Thanksgiving Break		
12/4/25	Team workday (first part of class), LinkedIn workshop, correspondence case		LinkedIn profile (draft)  Employment outlook report (final, due at the end of class)

Date	In-Class Activities	Readings Due	Assignments Due
			Correspondences case (completed in class)
12/11/25	Final exam period. We do not meet as a formal class on this day. Assignments are due at the end of our designated final exam period		Team evaluations  LinkedIn profile (final)