

# TECM 1700: Technical Writing

## Course Information

Term: Spring 2021

Location: AudB 306

## Instructor Information

Instructor: Meesha Thomas

Office Location: AudB 105

Office hours: via Canvas Conference: M/W/F 10AM - 11AM, or by appointment

Email: meesha.thomas@unt.edu

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

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. This summer, we will focus on understanding the writing situation and practice writing in response to professional, science, 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.

## Required Text

The required text for this course is

Lannon and Gurak's *Technical Communication*, 14 ed (2016). ISBN: 9780134271958.

Subscription to MyWritingLab is optional.

Supplemental readings will be available on Canvas.

## Course Assignments

The assignments on this course are designed to provide you with the opportunity to demonstrate and develop their writing abilities. As this is a writing intensive class, each assignment, whether individual or group, requires substantial contributions and solid evidence of audience analysis, ethical considerations, and problem-solving skills. Throughout the process this course requires review, revision and editing—all of which improve the effectiveness of your writing.

You will complete the **Grade Weight**

following assignments in  
the class. Full assignment  
descriptions will be  
placed under the

"assignments" tab in Canvas. <b>Assignment Correspondence Package</b>	10%
<b>Grammar Test</b>	10%
<b>Major Project</b>	30%
<b>Progress Report</b>	10%
<b>Presentations</b>	10%
<b>Quizzes, Homework, &amp; Drafts</b>	15%
<b>Professionalism</b>	5%
<b>Final Exam</b>	10%

## Course Policies

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.

## General Technology Requirements

### Computer Operations and Access Requirements

You are expected to be familiar with the day-to-day operation of computers including email (and sending attachments) and standard software. If you need to develop your computer skills, please consider signing up for the courses offered by the Computer and Information Technology Center.

You are also expected to have regular access to computing technology whether it be your computer at home or the computers provided by the Library. There are 14 computer labs on campus, including one 24-hour lab should the library be closed.

### 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, in the case of technological failure, backed up your data.

As a student at UNT, you can back up data, up to 25 GB, through [SkyDrive \(Links to an external site.\)](#). 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 SkyDrive available through your EagleConnect account.

Small USB storage units called "jump drives" or "pen drives" are an excellent alternative. See Amazon for more information or visit our local computer stores and/or large retailers to purchase portable memory starting at around \$30.00.

## Email Requirement

All students must have a valid UNT email address. 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. E-mailed 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 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, surfing the Internet, or reading the *University Daily*, *USA Today*, *Sports Illustrated* supplement or any other printed matter.

Particularly, students who elect to surf the Internet rather than work on a class assignment or listen to the instructor/classmate will be asked to leave class and will be marked absent for that day.

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 brought all assignments due during that class period.

## Academic Dishonesty

Students caught cheating or plagiarizing will receive a "0" for that particular assignment. Other sanctions may be issued, depending on the severity of the incident. All incidents will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s)
- any other act designed to give a student an unfair advantage.

The term "plagiarism" includes, but is not limited to:

- the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment
- the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

## ADA Statement

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.