Instructor Information

- Instructor: Ms. Thomas
- Office Hours via Canvas Conference: M/W/F 10AM - 11AM, or by appointment
- Email: meesha.thomas@unt.edu
- Required Email Subject Line Formatting: Student Name - TECM 2700.309:
- General Technical Communication Office Phone Number: 940.565.4458

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.

Textbook

The required text for this course is *Professional and Technical Writing* (Links to an external site.) 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.

Course Objectives

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

All classroom/university policies relating to this course have been detailed in the course syllabus.

Grade

Group	Weight
Technical Style Exam	15%
Resume	15%
LinkedIn Profile Headline and Summary	5%
Project Management Software Report	15%
Short Reports	10%
Employment Outlook Report	20%
LinkedIn Profile	10%
Discussion, Drafts, Quizzes, and Participation	10%
Total	100%

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.

Academic Integrity

Academic [integrity policies (Links to an external site.)](#) at UNT clearly state expectations for original and honest work to be submitted in all courses. UNT has a zero tolerance policy towards plagiarism.

Netiquette Guidelines

Netiquette, or online etiquette, helps guide us in [outlining (Links to an external site.)](#) expected classroom behaviors online. Please remember to remain respectful of your instructor and fellow classmates.

Technical Requirements and Skills

Requirements

Please familiarize yourself with the technical requirements to complete this online course:

- [Hardware and Software requirements for Canvas (Links to an external site.)](#)
- [Canvas Browser information and Help (Links to an external site.)](#)

Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Printing Word documents OR opening and printing pdf files (using free Adobe Acrobat Reader)
- Navigating Canvas

Student Support

[Technology Help Desk (Links to an external site.)](#)

If you have any questions regarding your use of this learning management system, please contact the student help desk at:

- Email: helpdesk@unt.edu
- Phone: 940.565.2324
- Hours: Monday- Thursday, 8am- midnight/ Friday, 8am- 8pm/ Saturday, 9am- 5pm/ Sunday, noon- midnight

[Office of Disability Accommodation (Links to an external site.)](#)

Email: apply.ODA@unt.edu

Phone: 940.565.4323

[Library Information (Links to an external site.)](#)

UNT's research library houses more than 6 million cataloged items and boasts a nationally recognized digital library program offering millions of pages of unique content. Visit the [UNT library (Links to an external site.)](#) to find out what research services and other accommodations are provided for online students.

Response Time

I want to make myself as available as possible to each of you. That said, I would prefer most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue the whole class can see.

If you have a private question, please contact me via email, and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Normally, I will return feedback on all written assignments within 1 week of the due date. However, if I see that I will be unable to return your feedback that quickly, I will post an Announcement to let everyone know when it can be expected. You can expect to see me participate in the discussion board after all student original posts have been posted.