

TECM 2700.016 Technical Writing

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Class Time: MWF 9-9:50
Office Hours: WF 10-12
Office Location: GAB 543

Textbook & Materials

Sims, Brenda R. *Technical Communication*. 2nd ed. Kendall Hunt, 2013, available in hard copy or eBook at <http://www.kendallhunt.com/sims>. You will *need* the book. Please have a copy by the first week, and bring your book to class. In addition to the textbook, you will want to bring a flash drive to class. Dedicate a flash drive to this course and keep it readily available for saving and accessing your work.

Description & Course Objectives

The goal of this class is to teach you how to create excellent technical communication. The course is project based, and we will examine strong and weak examples of technical communication. The learning outcomes of TECM 2700 include:

- Learn to write clearly, concisely, and correctly
- Learn the value of good writing skills in professional and technical settings
- Learn and practice critical thinking and problem solving in professional and technical settings
- Learn and practice writing technical documents common in professional and technical settings
- Use word processing and graphics software to create effective technical documents
- Learn to write as a member of a team
- Learn the value of technical communication skills in business and industry

Course Evaluation

Style Exam	10%
Correspondence Case Study	8%
Design Assignment	10%
Job Materials Assignment	12%
Proposal	10%
Instructions	15%
Feasibility Report	15%
Formal Project	20%

Attendance Policy

Your presence in class is mandatory. You get 3 unexcused absences. Each unexcused absence beyond that lowers your grade by a letter. If you miss more than 5 classes, you may be dropped from the course. You'll also be counted absent if you're more than 10 minutes late. In cases of emergency or extenuating circumstances, please notify me by email. If you do miss class time, *you* are responsible for the assignments and material covered in class. In addition, if you miss more than two scheduled team meetings, you may receive a grade of zero on the team project/assignment.

Classroom etiquette and respect (AKA the cell phone policy)

My classroom is a **cell phone free zone!** Silence phones before class and stay off phones and computers during class (you'll know when it's OK to be on your computer). **If I see you on your phone, you will be counted absent.**

Communication Policy

Check your UNT email address for communication from me. I use only UNT email address to communicate with students. When sending me an email, in the subject line please enter: **TECM 2700.16**

Last Name Email Topic

Assignment Submission Policies

When submitting assignments, please name files as: **LastName_ 2700.016_AssignmentName**. You will submit assignments electronically through TurnItIn on Blackboard Learn. I will also ask you to print off a hard copy of most assignments. I will accept assignments 1 **calendar** day past their due date, with a 15 point deduction. Beyond that, I won't take it. If the due date is on a Friday, you should email me an electronic version on Saturday, with the accompanying print version during the next class. **If you do not contact me before the assignment is due, I will not accept the assignment.**

ADA Statement

In accordance with the Americans with Disabilities Act and Section 504, Rehabilitation Act, I cooperate with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have a disability for which you will require accommodation, advise me of your needs in writing no later than the second week of class. For more information visit www.unt.edu/oda or call [940.565.4323](tel:940.565.4323).

Academic Integrity

I follow UNT's policy for academic dishonesty. You can access these guidelines and the UNT policy at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf. **It is your responsibility to know and follow UNT's Academic Dishonesty (AD) policy.**

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 Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at www.unt.edu/csrr

Essential competencies

Essential competencies for this course include the ability to

- read and analyze technical documents
- write clear, concise, and visually appropriate technical prose for the intended readers in response to various types of assignments
- work in a team to discuss, write, edit, and publish technical documents
- use a personal computer with word processing, e-mail, website design, and graphics software applications
- work effectively as part of a team
- follow the rules of standard grammar, usage, spelling, and punctuation

Resources for Success

I want you to succeed at UNT and in this class. I encourage you to take advantage of the many resources the University provides.

Succeed at UNT: www.succeed.unt.edu

The Learning Center: <http://learningcenter.unt.edu/>

UNT Writing Lab: ltc.unt.edu/node/362

The lab is a service available to any UNT student, and they even have 4 tutors trained in technical communication! They are located at Sage 152.

Class Schedule

M	August 25	What we'll do in class	Introduction to the Course
W	August 27	What we'll do in class What's due	What makes Technical Communication Excellent?/Discuss Chapter 1 Orientation to the Computer Lab Exercise 1, page 15
F	August 29	What we'll do in class What's due	Discussing Exercise 1 on page 15 and other examples of tech comm Technical communication examples
M	September 1	Labor day; no class	Enjoy your day off!
W	September 3	What we'll do in class What's due	Writing for your readers; Discuss Chapter 2 Ex. 1, pg. 42; Real World Experience on pg 44 (pairs)
F	September 5	What we'll do in class What's due	Organizing Information for your Readers; Discuss Chapter 6 Either 2, 4, or 5 from pages 180-1
M	September 8	What we'll do in class What's due	Organizing Information for your Readers; Discuss Chapter 6 Either 6, 7, or 8 from pages 180-1
W	September 10	What we'll do in class	Organizing Information for your Readers—writing effective headings
F	September 12	What we'll do in class What's due	Organizing Information for your Readers; Discuss Chapter 6 Real World Experience on page 184—presented in class
M	September 15	What we'll do in class What's due	Style; Discuss Chapter 7 Exercises 1-4, page 203-4
W	September 17	What we'll do in class What's due	Style; Discuss Chapter 7 Exercises 5-6, page 204
F	September 19	What we'll do in class What's due	Style; Discuss Chapter 8 Exercises 1-5, page 231-2
M	September 22	What we'll do in class What's due	Style; Discuss Chapter 8 Exercises 6-11, page 232-4
W	September 24	What we'll do in class	Practice Style Exam: Part 1
F	September 26	What we'll do in class	Practice Style Exam: Part 2
M	September 29	What we'll do in class	Review Practice Style Exam
W	October 1	What we'll do in class	Style Exam: Part 1
F	October 3	What we'll do in class	Style Exam: Part 2/ Introduction to Design
M	October 6	What we'll do in class	Designing Reader-Focused Graphics; Discuss Chapter 10
W	October 8	What we'll do in class What's due	Designing Reader-Focused Graphics/Graphics Orientation Exercises 2-3 on page 292.

F	October 10	What we'll do in class	In-class workshop: Design Case Study
M	October 13	What we'll do in class	In-class workshop: Design Case Study/ Introduction of Formal Project
W	October 15	What we'll do in class What's due	Writing effective Letters, Memos, and Emails; Discuss Chapter 12 Design Case Study beginning of class; Exercise 1 on page 379
F	October 17	What we'll do in class What's due	Workshop: Correspondence Case Study; Discuss Chapter 12 Draft of correspondence study at end of class; Formal Project topics emailed by beginning of class
M	October 20	What we'll do in class What's due	Workshop: Correspondence Case Study Correspondence Case Study (final) at end of class
W	October 22	What we'll do in class What's due	Resumes and Letters of Application; Discuss Chapter 13 Exercise 1, page 424; Job materials the information you would put into a resume (dates of employment, education info, skills, etc.)
F	October 24	What we'll do in class What's due	Ethics; Discuss Chapter 4 Exercise 3 on page 97; draft of resume at beginning of class
M	October 27	What we'll do in class What's due	Workshop: Job Materials; Discuss Chapters 13 & 3 A draft of your resume and cover letter and an activated LinkedIn
W	October 29	What we'll do in class What's due	Workshop: Job Materials Job materials at end of class
F	October 31	What we'll do in class What's due	Building persuasive arguments & proposals; Discuss Chapters 9 & 16 Exercises 1a-c on page 254; Formal Project Outline
M	November 3	What we'll do in class What's due	Building Persuasive Arguments/ Proposals; Discuss Chapters 9 & 16 Draft of problem section at end of class
W	November 5	What we'll do in class What's due	Workshop: Peer review of proposals Proposal Draft at beginning of class
F	November 7	What we'll do in class	Manual Orientation
M	November 10	What we'll do in class What's due	Collaboration and introduction to Team Instructions; Chapters 3 & 18 Final Proposal at beginning of class; Topic for Team Instructions due at the end of class
W	November 12	What we'll do in class	Collaboration Workshop: Team Instructions; Discuss Chapters 3 & 18
F	November 14	What we'll do in class	Collaboration Workshop: Team Instructions
M	November 17	What we'll do in class	Collaboration Workshop: Team Instructions
W	November 19	What we'll do in class What's due	Collaboration Workshop: Team Instructions Team Instructions and emailed evaluations due at end of class
F	November 21	What we'll do in class	Individual conferences to review Printed Drafts of Formal Project

M	November 24	What we'll do in class What's due	Workshop: Team Feasibility Reports; Discuss Chapter 20 Formal Project at beginning of class; 1 or 2 ideas for Feasibility Report
W	November 26	What we'll do in class	Workshop: Team Feasibility Reports; Discuss Chapter 20
F	November 28	Thanksgiving, no class	Happy Thanksgiving!
M	December 1	What we'll do in class What's due	Workshop: Team Feasibility Reports; Discuss Presentations, Chapt. 20 Feasibility report draft
W	December 3	What we'll do in class	Workshop: Team Feasibility Presentations
F	December 5	Reading day no class 😊	
M	December 8	Final 8-10AM	Presentations of Team Feasibility Reports and final Feasibility Reports