

TECM 2700 Technical Writing

Spring 2015

Instructor: Meesha Thomas

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Office Phone: 940.565.4458

Class Time: MWF 10-10:50

Office Hours: W/F 12pm-1pm

M/W 5:15pm-5:45pm

And by appointment

Office Location: GAB 543

Textbook & Materials

Sims, Brenda R. *Technical Communication*. 2nd ed. Kendall Hunt, 2013. **You will need the book.**

Please have a copy by the first week, and bring your book to class. You will also want to 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

Major Assignments	% of Grade	Due Date
Style Exam	10%	Feb. 18 & 20
Design Case Study	10%	March 4
Correspondence Case Study	8%	March 6
Job Materials Assignment	12%	March 27
Proposal	10%	April 8
Instructions	15%	April 15
Formal Project	20%	April 22
Feasibility Report	15%	May 9

Attendance Policy

Your presence in class is mandatory. You get 3 unexcused absences. Each unexcused absence beyond that lowers your grade by a letter. You may be dropped from the course for missing more than 5 classes. 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 will receive a 75% of the grade your team earns on the 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 for communication from me. I use only my UNT email address to communicate with students. Please format the subject line of emails to me as:

TECM 2700 10am, Last Name, Email Topic

Assignment Submission Policies

When submitting assignments, please name files as: **LastName_ 2700 10am_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. 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 the 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: lwc.unt.edu/node/362

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

Course Schedule Readings and Assignments

January 21	What we'll do in class	Introduction to the Course
January 23	What we'll do in class	Discuss What Makes Technical Communication Excellent? Orientation to the Computer Lab
	What to read before class	Chapter 1
	What's due	Exercise 1 on page 15. Be prepared to discuss your Web page with the class.
January 26	What we'll do in class	Discuss Chapter 2 Writing for Your Readers
	What to read before class	Chapter 2
	What's due	Real World Experience on page 44
January 28	What we'll do in class	Discuss Chapter 6 Organizing Info for Readers
	What to read before class	Chapter 6
	What's due	Either 2, 4, and 5 on pages 180-181
January 30	What we'll do in class	Organizing Information for Your Readers
	What to read before class	Chapter 6
	What's due	Either 6, 7, and 8 on pages 181-182
February 2	What we'll do in class	Organizing Information for Your Readers
	What's due	Real World Experience on page 184 (collaborative assignment presented in class)
February 4	What we'll do in class	Writing Easy-to-Read Documents
	What to read before class	Chapter 7
	What's due	Exercises 1-4 on pages 203-204
February 6	What we'll do in class	Writing Easy-to-Read Documents
	What to read before class	Chapter 7
	What's due	Exercises 5-6 on pages 204-206
February 9	What we'll do in class	Using Reader-Focused Language
	What to read before class	Chapter 8
	What's due	Exercises 1-9, 11 on pages 231-234

February 16	What we'll do in class	Practice Style Exam
	What to read before class	Review Chapters 7-8
February 18	What we'll do in class	Style Exam Part I
	What to read before class	Review Ch. 7-8 and your practice style exam
February 20	What we'll do in class	Style Exam Part II
	What to read before class	Review Ch. 7-8 and your practice style exam
February 23	What we'll do in class	Discuss Chapter 10 Designing Reader-Focused Documents Graphics
	What to read before class	Chapter 10
February 25	What we'll do in class	Graphics Orientation Designing Reader-Focused Graphics
	What's due	Exercises 2 and 3 on page 292. Be prepared to discuss in class
February 27	What we'll do in class	Workshop: Design Case Study
March 2	What we'll do in class	Workshop: Design Case Study Introduce Formal Project
March 4	What we'll do in class	Discuss Chapter 12 Writing Effective Letters, Memos, and Emails Workshop: Correspondence Case Study
	What to read before class	Chapters 12
	What's due	Design Case Study at beginning of class Exercise 1 on page 379
March 6	What we'll do in class	Workshop: Correspondence Case Study
	What's due	Correspondence Case Study at end of class Analysis, assignment 1, page 424 Be prepared to discuss the assignment in class

March 23	What we'll do in class	Discuss Chapter 13 Resumes and Letters of Application
	What to read before class	Chapter 13
	What's due	Exercise 1 on page 424
March 25	What we'll do in class	Discuss Ethics Workshop: Job Materials Assignment
	What to read before class	Chapter 4
	What's due	Exercise 3 on page 97
March 27	What we'll do in class	Workshop Job Materials
	What's due	Job Materials Due at the end of class
March 30	What we'll do in class	Discuss Chapters 9 & 16 Building Persuasive Arguments and Proposals
	What to read before class	Chapter 9 & 16
	What's due	Exercise 1 a-c on page 254 Formal Project Outline
April 1	What we'll do in class	Discuss Chapters 9 & 16 Building Persuasive Arguments and Proposals Workshop: Proposal
	What's due	Draft of problems section at end of class
April 3	What we'll do in class	Workshop: Peer review of proposals
	What's due	Draft of proposal at beginning of class
April 6	What we'll do in class	Manual Orientation
April 8	What we'll do in class	Discuss Chapters 3 & 18 Collaboration Introduce Team Instructions Assignment
	What's due	Proposal due at Beginning of Class Instructions Topic at the end of class
April 10	What we'll do in class	Workshop: Team Instructions
April 13	What we'll do in class	Workshop: Team Instructions

April 15	What we'll do in class	Workshop: Team Instructions
	What's due	Team Instructions Assignment at End of Class
April 17	What we'll do in class	Conferences to Review Draft of Formal Project
	What's due	Formal project draft at the beginning of class
April 20	What we'll do in class	Workshop Formal Project
April 22	What we'll do in class	Discuss Chapter 15 Introduce Team Feasibility Study
	What to read before class	Chapter 15
	What's due	Formal project at the beginning of class Ideas for Feasibility Reports
April 24	What we'll do in class	Workshop: Team Feasibility Study
April 27	What we'll do in class What to read before class	Delivering Memorable Presentations Chapter 20
April 29	What we'll do in class	Workshop: Feasibility & Presentations
May 1	What we'll do in class	Workshop: Feasibility & Presentations
May 4	What we'll do in class What's due	Workshop: Presentations Feasibility report draft due at the end of class
May 6	What we'll do in class What's due	Workshop: Presentations
May 8	Reading Day	No Class 😊
Saturday May 9 8am - 10am	Final Exam	Present and Submit Team Feasibility Studies