**TECM 1700 Syllabus**

**Instructor: Syd Coppersmith**

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Office: Audb 105, Cube 105D

Office Hours: Wednesday 10:30 to 12:30

**TECM 1700.001 Intro to Sci & Tech Writing**

Date & Time: Tues/Thurs 9:30 – 10:50

Room: Audb 308

**TECM 1700.005 Intro to Sci & Tech Writing**

Date & Time: Tues/Thurs 11:00 – 12:20

Room: Audb 312

**Course Summary**

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. 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

**Assignments**

You will complete the following assignments in the class. Full assignment descriptions will be placed under the "assignments" tab in Canvas.

Note: Grades on individual assignments and quizzes in Canvas are accurate. However, the overall course grade shown in Canvas will not be accurate as it doesn’t account for class participation, lateness, absences and more.

**Assignment Grade Weight**

Instructions 15%

iFixit Project 30%

Comparison Report 15%

Proposal 20%

PowerPoint 10%

Final: 10%

**Grading**

The following 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**

You must attend class. You get 3 free absences. These free absences include when your car doesn’t start, you get stuck in traffic, you don’t feel well (exceptions made for Covid and communicable diseases, as described below), you have a sick relative, you couldn’t find a parking space, etc.

If you have Covid and can prove it with a doctor’s note, that will not count towards your absences. However, I reserve the right to make you submit your note to the Dean’s office for verification of your condition.

If you miss 4 classes, your final grade with be downgraded 1/3 of a letter grade. If you miss 5 classes, your final grade will be downgraded an additional letter grade—so 1 1/3 letter grade total.

If you miss 6 classes, you will receive a grade of 'F' in the class.

**Lateness**

You can be late to class up to 4 times with no consequences. For each lateness after 4, your final grade will be downgraded 1/3 of a letter grade.

**Cell Phones & Computer Screens**

Unless I have stated otherwise, cell phones are to be put away and computer screens are to be down during discussions. If you are repeatedly looking at your phone during class, I will count each instance as an absence.

**Class Participation**

[Class participation is not required but can greatly help your grade. If you participate regularly in class—a few comments each class that show you are engaged—your final course grade will be raised 1/3 letter grade. As an example, if your papers and other course activities average to a B+ and you have good class participation, you will get an A- in the course.](/courses/96505/files/23192174?wrap=1) This will show up as an A on your report card as UNT does not use plusses and minuses for final grades.

[If your class participation is excellent—you **make** frequent comments each class—your course grade will be raised 2/3 of a letter grade. For example, that B+ is now an A.](/courses/96505/files/23192174?wrap=1)

**Device Requirements**

You are required to bring a PC to class (not a tablet, not a phone). If you don’t have one, just go down the hall to the TECM TechLab in Audb 307 and sign one out.

As a UNT student, you can—and for this class, must—install a free version of MS Office Suite on your personal computer. Most assignments will be turned in using Microsoft Word, and you will also need PowerPoint. Visit <https://it.unt.edu/installoffice365> for more information. The tech support people in Audb 307 can help you with this.

I highly recommend backing up all your files on the UNT OneDrive. Not only will you not lose work if your files are backed up, but you’ll also be able to access your files if, say, you forget your laptop and need to borrow one from the TechLab.

**Academic Integrity**

I follow UNT’s academic integrity and dishonesty policies. UNT defines six acts of academic dishonesty (see [UNT Policy 06.003](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)). 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.

**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](http://disability.unt.edu/services/apply) and then [request a Reasonable Accommodation form](http://disability.unt.edu/services/request), 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](http://deanofstudents.unt.edu/sexual-misconduct) to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT’s Student Advocate. She can be reached through email at renee.mcnamara@unt.edu or by calling 940-565-2648.

**Religious Holidays**

Students needing to miss class due to the observance of an officially recognized religious holy day should let me know one week in advance so we can schedule missed work accordingly. Absences due to religious holidays will not be counted so long as you let me know beforehand.

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| **1700 Course Schedule Spring 2024** | |
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| **Tuesday, January 16, 2024** |  |
| Intro to course |  |
| Review syllabus |  |
| Students write in-class assignment | |
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| **Thursday, January 18, 2024** |  |
| Instruction-writing team-building exercise | |
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| **Tuesday, January 23, 2024** |  |
| Review examples of written instructions | |
| Edit bad instructions in groups |  |
| Review Academic Integrity PowerPoint and take **quiz** | |
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| **Thursday, January 25, 2024** |  |
| Review graphic-only instructions: Ikea vs. Lego | |
| Students write a set of instructions on a useful Word function in groups | |
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| **Tuesday, January 30, 2024** |  |
| Review Instructions assignment |  |
| Text Formatting Exercise |  |
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| **Thursday, February 1, 2024** |  |
| Microsoft Word grammar and spell check | |
| Comma & sentence boundary exercise | |
| Apply formatting principles to unformatted instructions | |
|  | **Sunday, February 4, 2024** |
|  | Instructions Assignment Draft Due |
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| **Tuesday, February 6, 2024** |  |
| iFixit intro |  |
| Work on iFixit profile and initial team letter | |
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| **Thursday, February 8, 2024** |  |
| Peer review instruction assignment | |
| Choose iFixit device |  |
|  | **Sunday, February 11, 2024** |
|  | Set Up iFixit Profile |
|  | Final Instruction Assignment |
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| **Tuesday, February 13, 2024** |  |
| Research device |  |
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| **Thursday, February 15, 2024** |  |
| Research device |  |
| Work on group proposal |  |
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| **Tuesday, February 20, 2024** |  |
| Continue research & complete group proposal | |
|  | **Wednesday, February 21, 2024** |
|  | Email Group Proposal to iFixit |
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| **Thursday, February 22, 2024** |  |
| Professional formatting exercise part 1: Text formatting (resume and report focus) | |
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| **Tuesday, February 27, 2024** |  |
| Makes fixes recommended by iFixit team if needed | |
| Start work on Unit 2, photographs |  |
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| **Thursday, February 29, 2024** |  |
| Photography |  |
|  | **Sunday, March 3, 2024** |
|  | Email Photographs to iFixit |
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| **Tuesday, March 5, 2024** |  |
| Write instructions for your 2 guides | |
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| **Thursday, March 7, 2024** |  |
| Format photos & text into iFixit format | |
| Do peer review & incorporate comments | |
|  | **Sunday, March 10, 2024** |
|  | Send Project Completion email to iFixit |
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| **Tuesday, March 12, 2024** |  |
| **Spring Break** |  |
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| **Thursday, March 14, 2024** |  |
| **Spring Break** |  |
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| **Tuesday, March 19, 2024** |  |
| Review examples of comparison reports | |
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| **Thursday, March 21, 2024** |  |
| Work as class to go through report process | |
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| **Tuesday, March 26, 2024** |  |
| Formatting exercise: tables & graphs | |
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| **Thursday, March 28, 2024** |  |
| Credibility exercise |  |
| Scribbr: Works cited & in-text citations in APA style | |
|  | **Sunday, March 31, 2024** |
|  | Comparison Report Draft Due |
| **Tuesday, April 2, 2024** |  |
| Job Prospects Report Part 1: Gather Secondary Sources | |
| In-class exercise |  |
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| **Thursday, April 4, 2024** | **Last Day to Drop Course with Grade of W: April 5** |
| Peer review comparison report |  |
| Intro to proposal assignment |  |
|  | **Sunday, April 7, 2024** |
|  | Final Comparison Report Due |
| **Tuesday, April 9, 2024** |  |
| Review example proposals |  |
| Formatting final exercise |  |
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| **Thursday, April 11, 2024** |  |
| Group exercise: Gather information for a specified topic | |
| Present to class |  |
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| **Tuesday, April 16, 2024** |  |
| Examine individual proposal sections | |
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| **Thursday, April 18, 2024** |  |
| Work in groups to come up with solutions to proposal problem | |
| Review proposal introductions & conclusions | |
|  | **Sunday, April 21, 2024** |
|  | Proposal Draft Due |
| **Tuesday, April 23, 2024** |  |
| Job Prospects Report group work |  |
| Intro to Powerpoint presentations |  |
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| **Thursday, April 25, 2024** |  |
| Peer review proposals |  |
| Review Powerpoint presentation examples | |
|  | **Sunday, April 28, 2024** |
|  | Final Proposal Due |
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| **Tuesday, April 30, 2024** |  |
| TBD |  |
|  | **Wednesday, May 1, 2024** |
|  | **Powerpoint Presentations Due** |
| **Thursday, May 2, 2024** |  |
| Final exam |  |