Syllabus

**TECM 2700.014 Technical Writing**

Date & Time: Tues/Thurs 2:00 – 3:20

Room: 306 Audb

**TECM 2700.016 Technical Writing**

Date & Time: Tues/Thurs: 3:30 – 4:50

Room: 306 Audb

Instructor: Syd Coppersmith

Email: syd.coppersmith@unt.edu

Office: Audb 105, Cube 105D

Office Hours: Wednesday 10:30 to 12:30

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.)](https://www.oercommons.org/authoring/54645-professional-and-technical-writing/1/view) 2019 by Suzie Baker. This textbook is free. 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

**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**

Technical Style Exam 5%

Resume 10%

Cover Letter 10%

LinkedIn Profile 10%

Project Software Report 15%

Employment Outlook Report 20%

Assignment Drafts 10%

Quizzes 10%

Final Exam: 10%

**Late Assignments**

You have until 3 weeks after the due date to turn a paper in. You can’t learn what you’re supposed to be learning if you don’t turn in assignments, so I would rather get them late than not at all. Late papers are downgraded one letter grade.

**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 not pass this 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. If you come in late, it is your responsibility to tell me after class that you’re here. Otherwise, you will remain listed as absent for the day.

**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)

**Technical Requirements and Skills**

Requirements

See below for links to the technical requirements to complete this online course:

* [Hardware and Software requirements for Canvas (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10721-67952720328)
* [Canvas Browser information and Help (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10720)

**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 Tech Lab.

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.)**](http://www.unt.edu/helpdesk/students/)

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.)**](https://disability.unt.edu/)

Email: apply.ODA@unt.edu

Phone: 940.565.4323

[**Library Information (Links to an external site.)**](http://www.library.unt.edu/)

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.)](http://www.library.unt.edu/) to find out what research services and other accommodations are provided for online students.

**Academic Integrity**

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.

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| **2700 Course Schedule Spring 2024** |
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| **Tuesday, January 16, 2024** |  |
| Intro to course |  |
| Students write correspondence case in class |
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| **Thursday, January 18, 2024** |  |
| Review syllabus |  |
| Discuss example correspondence case emails, good and bad. Focus on style and tone. |
| Watch Video: What Do Technical Writers Do? |
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|  | **Sunday, January 21, 2024** |
|  | Complete Baker Quiz Units 1.1 - 1.8 |
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| **Tuesday, January 23, 2024** |  |
| Review Academic Integrity PowerPoint and take **quiz** |
| Do Snow Policy exercise. Afterwards, watch Follow-up video. |
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| **Thursday, January 25, 2024** |  |
| Review principles of good professional correspondence writing |
| Microsoft Word grammar and spell check |
| Take correspondence case **quiz** |  |
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|  | **Sunday, January 28, 2024** |
|  | Complete Baker Quiz Units 3.1-3.6 and 17.8 |
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| **Tuesday, January 30, 2024** |  |
| Team-Building Project: Each group builds a space station and present to class |
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| **Thursday, February 1, 2024** |  |
| View "How to Write Professional Emails" Powerpoint |
| Review Module 3, "Examining Professional Emails" |
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|  | **Sunday, February 4, 2024** |
|  | Complete Baker Quiz Unit 5 |
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| **Tuesday, February 6, 2024** |  |
| Instructions. Look at example good and bad. Edit bad instructions in groups.  |
| Students write a set of instructions on a useful Word function in groups. |
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| **Thursday, February 8, 2024** |  |
| Commas exercise |  |
| Technical Style Edit and Justification **quiz** (Module 4) |
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|  | **Sunday, February 11, 2024** |
|  | Complete Baker Quiz Unit 9 |
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| **Tuesday, February 13, 2024** |  |
| Resume overview & sections |  |
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| **Thursday, February 15, 2024** |  |
| Resume sections (continued) |  |
| Look at example student resumes |  |
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|  | **Sunday, February 18, 2024** |
|  | Complete Baker Quiz Units 6.1, 6.4-6.7 and 13.1 to 13.2 |
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| **Tuesday, February 20, 2024** |  |
| Look at more example resumes |  |
| Interview question prep |  |
| References list |  |
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| **Thursday, February 22, 2024** |  |
| Professional Formatting exercise part 1: Text formatting (resume and report focus) |
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|  | **Sunday, February 25, 2024** |
|  | Resume draft due 11:59 PM |
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| **Tuesday, February 27, 2024** |  |
| Review "LinkedIn: Are you making the key connections?" (Module 5) |
| Cover letters |  |
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| **Thursday, February 29, 2024** |  |
| Cover letters continued |  |
| Resume draft peer review |  |
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|  | **Sunday, March 3, 2024** |
|  | Final Resume Due |
|  | Complete Baker Quiz Units 6.2 to 6.3 |
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| **Tuesday, March 5, 2024** |  |
| Power Interviewing Questions  |  |
| Watch "Unleash Your Potential with UNT's Tech Comm Program" |
| LinkedIn Overview |  |
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| **Thursday, March 7, 2024** |  |
| Set up LinkedIn Profile |  |
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|  | **Sunday, March 10, 2024** |
|  | Cover Letter Draft Due |
|  | Complete Baker Quiz Units 10.1 to 10.7 |
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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** |  |
| Cover letter peer review |  |
| Read "Teamwork (yay?)" |   |
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| **Thursday, March 21, 2024** |  |
| IMRAD Report Part 1: Research the options |
| Source credibility exercise |  |
| Scribbr references & in-text citations |
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|  | **Sunday, March 24, 2024** |
|  | Final Cover Letter Due |
|  | LinkedIn Page Due |
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| **Tuesday, March 26, 2024** |  |
| IMRAD Report Part 2: Usability Testing |
| Watch Usability video |  |
| Formatting Exercise Part II: Tables & Graphics |
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| **Thursday, March 28, 2024** |  |
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| Review PowerPoint on IMRAD Reports |
| Peer review software report drafts-individual sections |
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|  | **Sunday, March 31, 2024** |
|  | IMRAD Report Draft Due |
|  | Complete Baker Quiz, Unit 8 |
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| **Tuesday, April 2, 2024** |  |
| Job Prospects Report Part 1: Gather Secondary Sources |
| In-class exercise |  |
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|  | **Last Day to Drop Course with W Grade: April 5** |
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| **Thursday, April 4, 2024** |  |
| Peer review group IMRAD Report Draft |
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|  | **Sunday, April 7, 2024** |
|  | IMRAD Final Report Due |
|  | Take Baker Quiz, Unit 15 |
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| **Tuesday, April 9, 2024** |  |
| Job Prospects Report Part 2: Interview |
| Formatting Exercise Part III: Charts & Graphs |
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| **Thursday, April 11, 2024** |  |
| Job Prospects Report group work |  |
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|  | **Sunday, April 14, 2024** |
|  | Job Prospects Report Assignment 1: Write Data Section |
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| **Tuesday, April 16, 2024** |  |
| Job Prospects Report group work |  |
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| **Thursday, April 18, 2024** |  |
| Job Prospects Report group work |  |
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|  | **Sunday, April 21, 2024** |
|  | Job Prospects Report Assignment 2: Write Inteview Section |
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| **Tuesday, April 23, 2024** |  |
| Job Prospects Report group work |  |
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| **Thursday, April 25, 2024** |  |
| Job Prospects Report group work |  |
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|  | **Sunday, April 28, 2024** |
|  | Job Prospects Report Assignment 3: Full Group Report |
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| **Tuesday, April 30, 2024** |  |
| TBD |  |
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| **Thursday, May 2, 2024** |  |
| Correspondence case (memo) **final quiz** |