Syllabus TECM 2700

**TECM 2700.004 Technical Writing**

**Term: Summer 2**

Date & Time: M/T/W/Th 12:00 pm – 1:50 pm

Room: 306 Audb

Instructor: Syd Coppersmith

Email: syd.coppersmith@unt.edu

Office: Audb 105, Cube 105D (First floor of Auditorium building right underneath the classroom)

Office Hours: Monday 2:00 pm to 3:00 pm

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.

**Assignment Grade Weight**

Technical Style Exam 5%

Resume 15%

Cover Letter 15%

LinkedIn Profile 10%

Project Software Report 20%

Employment Outlook Report 25%

Quizzes 10%

**Late Assignments**

You have until one week 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.

Note: The overall course grade shown in Canvas will be an accurate average of your paper grades, but it won’t account for class participation, lateness and absences.

**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 a full letter grade.

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. Five latenesses will count as an absence. If you leave during break, it will count as ½ absence. When 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 lectures and discussions.

**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)

**Classroom Behavior**

It is expected that lectures discussions will occur in the classroom; consequently, it is important to be respectful and listen to the instructor and your classmates. "Listening" does not include answering a cell phone, texting, chatting to your neighbor, checking email, putting your head down on your desk, surfing the Internet, or reading printed matter.

Your preparedness in this course also falls under the subject of classroom behavior. You are expected to come to every class period with appropriate note-taking materials. Likewise, you are expected to have completed all the assigned readings and all assignments due during that class period.

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 Dean of Students to consider whether the student's conduct violated the Code of Student Conduct (UNT Policy 17.012). 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 applies to your interactions with everyone involved in this course: the instructor, classmates, your project teammates, and invited guests.

**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 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.