Syllabus TECM 1700

**TECM Technical Writing**

**Term: Fall 2024**

**Date & Time**:

 Sec 002: Tuesday/Thursday: 9:30 – 10:50

Sec 003: Monday/Wednesday: 2:00 – 3:20

**Room**: 308 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 12:30 - 2:00

**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.

**Assignment Grade Weight**

Instructions 15%

Comparison Report 20%

PowerPoint 10%

iFixit Guide Project 30%

iFixit SEM Project 15%

Final: 5%

Quizzes & Classwork:5%

**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.

**Grading** (**From Official Department Syllabus**)

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.

**Grading** (**For This Section**)

I assign letter grades to assignments, but Canvas does not show them to you. Instead, they convert the letter grades to numbers and show you those. I have no control over the numbers Canvas assigns. Here is what you’ll see in Canvas and the grade it corresponds to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 89: B+ | 79: C+ | 69: D+ | 60: F | 0: Not turned in |
| 96: A | 86: B | 76: C | 66: D |  |  |
| 93 A- | 83: B- | 73: C- | 63: D- |  |  |

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, tardies, or absences.

**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.

**Number of Absences and Consequences**

* 3 Absences: No impact on final grade
* 4 Absences: Final grade lowered 1/3 of a letter grade
* 5 Absences: Final grade lowered one full letter grade
* 6 Absences: You will not pass the class

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.

If you leave before the end of class without permission, it will count as an absence.

**Canvas will assign you a grade based on the attendance entered. IGNORE THIS. I have the Canvas attendance grade set to 0% of your grade because I follow the guidelines above.**

**Lateness**

You can be late to class up to 4 times with no consequences. Five latenesses will count as an absence. If you continue to be late after that, every two tardies will count as an 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.

If you are more than 30 minutes late to class, it will count as an absence.

**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 you as absent.

**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**

***From the TECM Official Syllabus***

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

**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.

**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>.

**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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| **2700 Course Schedule Fall 2024** |  |  |
|  |  |  |  |
| **Week 1** |  |  |  |
| Intro to course |  |  |  |
| Students write correspondence case in class |  |  |
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| 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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| **Week 2** |  |  |  |
| Review Academic Integrity PowerPoint and take **quiz** |  |  |
|  |  |  |  |
| Do Snow Policy exercise. Afterwards, watch Follow-up video. |  |  |
| Microsoft Word grammar and spell check |  |  |
|  | **Sunday, Sept 1, 2024** |  |  |
|  | Complete Baker Quiz Units 5 and 1.1 - 1.8 |  |
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| **Week 3** |  |  |  |
| View "How to Write Professional Emails" Powerpoint |  |  |
| Review Module 3, "Examining Professional Emails" |  |  |
| Technical Style Edit and Justification **quiz** (Module 4) |  |  |
|  |  |  |  |
| Resume overview & sections |  |  |  |
|  | **Sunday, Sept 8, 2024** |  |  |
|  | Complete Baker Quiz Units 8 and 9 |  |  |
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| **Week 4** |  |  |  |
| Resume sections (continued) |  |  |  |
| Look at student example resumes |  |  |  |
|  |  |  |  |
| Look at example student resumes |  |  |  |
| Professional Formatting exercise part 1: Text formatting (resume and report focus) |  |
|  | **Sunday Sept 15, 2024** |  |  |
|  | Resume Assignment Due |  |  |
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| **Week 5** |  |  |  |
| Cover Letter/LinkedIn "About" Section |  |  |
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| Cover Letter student examples |  |  |  |
| AI policy & proper use for cover letters |  |  |
|  | **Sunday, Sept 22, 2024** |  |  |
|  | Complete Baker Quiz Units 15 and 3.1-3.6 & 17.8 |  |
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| **Week 6** |  |  |  |
| Resume peer review |  |  |  |
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| References list |  |  |  |
| Interview question prep |  |  |  |
|  | **Sunday Sept 29, 2024** |  |  |
|  | Cover Letter Assignment Due |  |  |
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| **Week 7** |  |  |  |
| Catch-up day |  |  |  |
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| Cover letter peer review |  |  |  |
|  | **Sunday Oct 6, 2024** |  |  |
|  | Complete Baker Quiz Units 6.1, 6.4-6.7, 13.1-13.2 and 10.1-10.7 |
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| **Week 8** |  |  |  |
| IMRAD Report Part 1: Research the options |  |  |
| Read "Teamwork (yay?)" |   |  |  |
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| Source credibility exercise |  |  |  |
| Scribbr references & in-text citations |  |  |
|  | **Sunday Oct 13, 2024** |  |  |
|  | IMRaD Report Part 1 (Individual) |  |  |
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| **Week 9** |  |  |  |
| IMRAD Report Part 2: Usability Testing |  |  |
| Watch Usability video |  |  |  |
| Formatting Exercise Part II: Tables & Graphics |  |  |
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| Review PowerPoint on IMRAD Reports |  |  |
| Peer review software report drafts-individual sections |  |  |
|  | **Sunday, Oct 20, 2024** |  |  |
|  | IMRaD Report Part 2 (Individual) |  |  |
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| **Week 10** |  |  |  |
| Job Prospects Report Part 1: Gather Secondary Sources |  |  |
| In-class exercise |  |  |  |
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| Peer review group IMRAD Report Draft |  |  |
|  | **Last Day to Drop Course with Grade of W: November 8** |
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|  | **Sunday, Oct 27, 2024** |  |  |
|  | IMRaD Final Group Report Due |  |  |
|  | Each member of group submits same report |  |
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| **Week 11** |  |  |  |
| Job Prospects Report Part 2: Interview |  |  |
| Formatting Exercise Part III: Charts & Graphs |  |  |
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| Job Prospects Report group work |  |  |  |
|  | **Sunday Nov 3, 2024** |  |  |
|  | Job Prospects Report Assignment 1: Write Data Section |
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| **Week 12** |  |  |  |
| Job Prospects Report group work |  |  |  |
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| Job Prospects Report group work |  |  |  |
|  | **Sunday Nov 10, 2024** |  |  |
|  | Job Prospects Report Assignment 2: Write Inteview Section |
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| **Week 13** |  |  |  |
| Job Prospects Report group work |  |  |  |
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| Job Prospects Report group work |  |  |  |
|  | **Sunday Nov 17, 2024** |  |  |
|  | Job Prospects Report Assignment 3: Full Group Report |
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| **Week 14** |  |  |  |
| Watch "Unleash Your Potential with UNT's Tech Comm Program" |  |  |
| LinkedIn Overview |  |  |  |
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| Review "LinkedIn: Are you making the key connections?" (Module 5) |  |  |
| Set up LinkedIn Profile |  |  |  |
|  | **Sunday Nov 24, 2024** |  |  |
|  | LinkedIn Profile Assignment  |  |  |
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| **Winter Break (Thanksgiving)** | November 25 - December 1 |  |  |
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| **Week 15** |  |  |  |
| TBD |  |  |  |
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| Correspondence case (memo) **final quiz** |  |  |
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