**TECM 2700**

**Technical Writing**

**Fall 2015 (AUDB 308)**

### Instructor Prof. Charlie Riccardelli

**Office GAB 543**

**Office Hours Monday/Wednesday 10AM-11:30AM, or by appointment**

**Phone** 940-565-4458 (office number for the Department of Linguistics & Technical

 Communication. You may leave a message with the staff. )

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**Textbook** Sims, Brenda R.  *Technical Communication.*3rd ed.Kendall Hunt, 2015 (Available in hard copy or eBook) You may order the hard copy or eBook directly from the publisher.

**Learning**

**Outcomes** The learning outcomes of TECM 2700 include the following:

* 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 related to written communication 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

**Evaluation** Style Exam 10%

Correspondence Case Study 10%

Design Case Study 10%

Resume and Cover letter 10%

Proposal 10%

#### Instructions 15%

 Feasibility Report 15%

 Formal Project 15%

 Homework and Professionalism 5%

**Policies**

* You must attend class regularly. You cannot perform well in this course

unless you attend class. If you miss class for any reason, I hold you responsible for all material covered and all assignments made.

* I take attendance at the beginning of every class. After the first minute of elapsed class time, you are tardy. At the tenth minute of elapsed class time, you are absent. Every two tardies converts to one absence. If you miss more than 3 classes, I will lower your grade one letter. If you miss more than 5 classes, you must either drop the class or I will administratively withdraw you from the class with a grade of F. If you have a university-approved absence, you must let me know in advance and provide official documentation of the absence. I will only excuse absences for university-approved functions and for observance of religious holidays. Refer to the student handbook for information on which religious holidays the University recognizes and how to go about requesting time off.
* My classroom is a cell-phone-free zone: no texting, no surfing, and no talking on cell phones. Put your phone on silent (not vibrate) during class. You must keep your cell phone in your pocket or a bag, not on tabletops. If you use cell phones during my class, I will ask you to leave immediately (I accept no excuses and give no first warnings). Students using cell will not receive credit for attending that day’s class.
* I do not accept late assignments except in cases listed below. If you do not contact me before the assignment is due, I will not accept the assignment.If you are unable to attend class or turn in an assignment because of an emergency, please call or e-mail me before class.
* Turn in hard copies of your assignment unless instructed otherwise by me.
* If you do not prepare an assignment according to instructions in format, organization, and style, that assignment may receive a grade of F.
* Make copies of your formal report and any other documents that you would like to keep. I will hold your formal project and other documents on file for one semester.
* You will submit all of your work at the end of the semester via an E-Portfolio. If you fail to complete the E-Portfolio, you will receive a 5 point reduction in your final grade.
* The computers in this classroom are for official use only. Before class starts, I will ensure all of the monitors are turned off. You are not to turn them on, unless I tell you to do so. If I find you using the computer either for unauthorized business (i.e., anything not directly related to coursework) or when I have not told you to do so, I will count you absent.
* Check your UNT email address for communication from me. I use only UNT email address to communicate with students.

**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](http://www.unt.edu/csrr)

**Academic**

**Integrity** I follow UNT’s policy for academic dishonesty. You can access these guidelines and the UNT policy at <http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf>. **You are responsible for knowing and following the student standards for academic integrity.**

**Essential**

**Competencies** In accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will 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, please advise me of your needs in writing no later than the end of the second week of class.

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

**Emails** Students must send emails only to the account listed in this syllabus. Emails sent to any other accounts (including Blackboard) will not receive a response. All emails must include a specific subject title and your name. All emails must also include a greeting and a goodbye. Emails without specific subjects, greetings, or goodbyes will not receive a response. Please allow up to 24 hours for a response on weekdays (Monday-Thursday) and 48 hours on weekends (Friday-Sunday).

**Writing Lab** Students who visit the writing lab to receive assistance on their papers may earn 5 bonus points per paper (you may not earn additional points if you visit multiple times on the same paper). Please bring the sign in sheet from your visit, dated at least 2 days before the paper’s deadline.

**Succeed!** I want you to succeed at UNT and in this class. I encourage you to visit the

 “Succeed at UNT” website: [www.succeed.unt.edu](http://www.succeed.unt.edu).

I reserve the right to amend this syllabus at any time.

**Readings and Assignments**

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August 24-26 **What we’ll do in class** **Introduction to the Course**

 **Introduction to the Formal Project**

 **Introduction to the E-Portfolio**

 **Introduction to Remind 101**

August 26-28 **What we’ll do in class** **What Makes Technical
Communication Excellent**

 **Orientation to the Computer Lab**

 **What to read** Chapter 1

 **In Class** Sample Letters

August 31- **What we’ll do in class** **Writing for Your Readers**

September 2 **Style**

 **What to read** Chapter 2, Chapter 7

 **In Class** Exercises 1-6, pgs. 215-218

September 2-4 **What we’ll do in class** **Organizing Information for Your**

 **Readers**

 **What to read** Chapter 6

 **In Class** Exercises 1-6, pgs. 215-218

September 9-11 **What we’ll do in class** **Style**

 **What to read** Chapter 8

 **In Class** Exercises 1-9, 11 on pages 243-246

September 14 -16 **What we’ll do in class** **Style**

 **What to read** Chapter 8

 **In Class** Exercises 1-9, 11 on pages 243-246

September 16-18 **What we’ll do in class** **Practice Style Exam**

 **What to read** Review Chapters 7-8

 **What’s due** Practice exam at the end of class

September 23-25 **What we’ll do in class** **Review of Practice Exam**

September 25-27 **What we’ll do in class** **Style Exam**

 **What to read** Review Chapters 7-8 and your practice exam

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September 28-30 **What we’ll do in class** **Designing Documents and Graphics**

 **Introduction to Design Case Study**

 **Workshop: Design Case Study**

 **What to read** Chapters 10 and 11

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September 30- **What we’ll do in class** **Graphics Orientation**

October 2 **Workshop: Design Case Study**

 **What’s due** Draft of case study at the beginning of class

October 5-7 **What we’ll do in class** **Letters, Memos, and E-Mail**

 **Workshop: Correspondence/Poster Design**

 **What to read** Chapter 12

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October 7-9 **What we’ll do in class** **Workshop: Correspondence Case Study**

 **What’s due** Tentative formal project topic e-mailed to me by the end of class

 **Correspondence case study at the end
of class**

 **Design Case Study at the end of class**

October 12-14 **What we’ll do in class** **Ethics, Resumes, and Letters of Application**

 **Workshop: Job Materials Case Study**

 **What to read** Chapters 4 and 13

Osctober 14-16 **What we’ll do in class** **Workshop:** **Job Materials**

 **What’s due** Draft of resume at the beginning of class

October 19-21 **What we’ll do in class** **Workshop: Job Materials**

 **What’s due Resume and letter of application at the**

 **end of class**

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October 21-23 **What we’ll do in class** **Building Persuasive Arguments**

 **Workshop: Proposal**

 **What to read** Chapter 9

October 26-28 **What we’ll do in class** **Proposals**

 **Workshop: Proposal**

 **What to read** Chapter 16

October 28-30 **What we’ll do in class** **Workshop: Proposal**

November 2-4 **What we’ll do in class** **Booklet Orientation**

November 4-6 **What we’ll do in class** **Collaboration and Instructions**

 **Workshop: Team Instructions**

 **Brochure Orientation**

 **What to read** Chapters 3 and 18

 **What’s due Proposal at the end of class**

November 9-11 **What we’ll do in class** **Workshop: Team Instructions**

 **What’s due** Topic for instructions due at the end of

 class

November 11-13 **What we’ll do in class** **Workshop: Team Instructions**

 **What’s due Team instructions due at the end of**

 **class**

November 16-18 **What we’ll do in class** **Feasibility Reports**

 **Workshop: Team Feasibility Study**

 **What to read** Chapters 15 & 20

 **What’s due** Team Feasibility Study topic at the end of

 class

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November 18-20 **What we’ll do in class** **Workshop:** **Team Feasibility Study**

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November 23-25 **What we’ll do in class** **Workshop: Team Feasibility Study**

 **What’s due** **Feasibility report at the end of class**

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November 30- **What we’ll do in class Workshop: Formal project**

December 2

 **What’s due** **Projects due by 4PM in the office.**

 **Any assignment not turned**

**in by the end of class will receive an automatic ‘F’**