TECM 2700 Technical Writing   Summer 2015

Instructor: Meesha Thomas
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Office Phone: 940.565.4458
Class Time: MTWTh 10-11:50

Class Location: AUDB 302
Office Hours: MTWTh 12:00-12:30
                   And by appointment
Office Location: AUDB 304

Textbook & Materials

Sims, Brenda R. *Technical Communication.* 2nd ed. Kendall Hunt, 2013. **You will need the book**. Please have a copy by the first week, and bring your book to class. You will also want to dedicate a flash drive to this course and keep it readily available for saving and accessing your work.

Description & Course Objectives

The goal of this class is to teach you how to create excellent technical communication. The course is project based, and we will examine strong and weak examples of technical communication. The learning outcomes of TECM 2700 include:

- 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 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
- Learn the value of technical communication skills in business and industry

Course Evaluation

Major Assignments	% of Grade	Due Date
Practice Style Exam	0%	June 15
Style Exam	10%	June 18
Design Case Study	10%	June 22
Correspondence Case Study	8%	June 24
Proposal	10%	June 29
Job Materials Assignment	12%	July 1
Team Instructions	15%	July 2
Individual Manual	20%	July 6
Team Feasibility Reports	15%	July 9

Attendance Policy
Your presence in class is mandatory. You get 3 unexcused absences. Each unexcused absence beyond that lowers your grade by a letter. You may be dropped from the course for missing more than 5 classes. You'll also be counted absent if you're more than 10 minutes late. In cases of emergency or extenuating circumstances, please notify me by email. If you do miss class time, **you are responsible for the assignments and material covered in class**. In addition, if you miss more than two scheduled team meetings, you will receive a 75% of the grade your team earns on the project/assignment.

Classroom etiquette and respect (AKA the cell phone policy)
My classroom is a **cell phone free zone!** Silence phones before class and stay off phones and computers during class (you'll know when it's OK to be on your computer). **If I see you on your phone, you will be counted absent.**

Communication Policy
Check your UNT email for communication from me. I use only my UNT email address to communicate with students. Please format the subject line of emails to me as:
==TECM 2700, Last Name, Email Topic==

Assignment Submission Policies
When submitting assignments, please name files as**: ==Last Name_ 2700 11_AssignmentName==**.
You will submit assignments electronically through TurnItIn on Blackboard Learn. I will also ask you to print off a hard copy of most assignments. I will accept assignments 1 **calendar** day past their due date, with a 15 point deduction. Beyond that, I won't take it. If the due date is on a Friday, you should email me an electronic version on Saturday, with the accompanying print version during the next class. **If you do not contact me before the assignment is due, I will not accept the assignment.**

ADA Statement
In accordance with the Americans with Disabilities Act and Section 504, Rehabilitation Act, I 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, advise me of your needs in writing no later than the second week of class. Visit www.unt.edu/oda or call [940.565.4323](tel:940.565.4323).

Academic Integrity
I follow UNT's policy for academic dishonesty. You can access the guidelines and the UNT policy at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf. **It is your responsibility to know and follow UNT's Academic Dishonesty (AD) policy**.

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

Essential competencies

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

Resources for Success

I want you to succeed at UNT and in this class. I encourage you to take advantage of the many resources the University provides.

Succeed at UNT: www.succeed.unt.edu

The Learning Center: http://learningcenter.unt.edu/

UNT Writing Lab:ltc.unt.edu/node/362
The lab is a service available to any UNT student, and they even have several tutors trained in technical communication! They are located at Sage 152.

Course Schedule Readings and Assignments

June 8	**What we'll do in class**	Introduction to the course Introduction to the formal project Technical Communication Lab orientation Remind 101
June 9	**What we'll do in class**	What Makes Technical Communication Excellent? Writing for Your Readers
	What to read before class	Chapter 1 & 2 Page 361 Page 364-365 on memo format and email
	What's due	Exercise 1 on page 15. Be prepared to discuss your Web page with the class.
June 10	**What we'll do in class**	Writing Easy-to-Read Documents
	What to read before class	Chapter 7
	What's due	Pages 203-206, Exercises 1-6
June 11	**What we'll do in class**	Using Reader-Focused Language
	What to read before class	Chapter 8
	What's due	Pages 231-234, Exercises 1-11
June 15	**What we'll do in class**	Practice Style Exam
June 16	**What we'll do in class**	Designing Documents and Graphics Graphics Orientation
	What to read before class	Chapters 10/11
June 17	**What we'll do in class**	Style Exam Review Design Case Study Workshop
	What to read before class	Chapter 10/11
	What's due	Design Case Study Sketch

June 18	**What we'll do in class**	Style Exam Design Case Study Workshop
June 22	**What we'll do in class**	Letters, Memos, & Emails Correspondence Case Study Workshop
	What to read before class	Chapter 12
	What's due	Design Case Study (at beginning of class) Formal project topic emailed to me by 11pm Email to - meesha.thomas@unt.edu
June 23	**What we'll do in class**	Manual Orientation Correspondence Case Study Workshop
June 24	**What we'll do in class**	Ethics, Resumes, & Letters of Application Job Materials Case Study Workshop
	What to read before class	Chapter 4 & 13
	What's Due	Correspondence Case Study (beginning of class) Come prepared with a job posting for a position in your field
June 25	**What we'll do in class**	Proposals Proposal Workshop
	What to read before class	Chapter 16
June 29	**What we'll do in class**	Instructions & Collaboration Team Instruction Workshop
	What to read before class	Chapter 3 & 18
	What's due	Proposal (at the beginning of class)
June 30	**What we'll do in class**	Team Instruction Workshop
July 1	**What we'll do in class**	Team Instructions Workshop
	What's due	Job Materials (at the beginning of class)

July 2	**What we'll do in class**	Team Instructions Workshop
	What's Due	Team Instructions (at the end of class)
July 6	**What we'll do in class**	Feasibility Report Feasibility Report Workshop
	What to read before class	Chapter 15
	What's due	Individual Manuals (at the beginning of class)
July 7	**What we'll do in class**	Workshop
July 8	**What we'll do in class**	Workshop
July 9	**What we'll do in class**	Present & Submit Team Feasibility Studies
July 10	**Final Exam**	