**University of North Texas Course Syllabus -- Spring 2012**

**Technical Writing (3 hours)**

**TECM 2700.010 -- M/W 1:30**

**TECM 2700.013 -- M/W 3:00**

**TECM 2700.027 -- M/W 12:00**

**All classes meet in AB306 -- 313 Technical Communication Lab**

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**Instructor** Vicki V. Peake, Principal Lecturer

**Office** AB305

Hours: M/W by appointment

vvpeake.weebly.com

Home phone: (972) 625-7610

**E-Mail** Vicki.Peake@unt.edu (Please use the course and section number in the subject line of your e-mail.)

**Textbooks** *Technical Communication*, Brenda R. Sims, Bent Tree Press, Fall 2009 Any good grammar reference book

**Materials**  Computer disks

An e-mail account

Folders

Pens (no pencils!)

**Objectives**

After successfully completing English 2700, you will be able to

1. Communicate complicated, technical information in a simplified manner
2. Create visually attractive business documents
3. Have an improved or reinforced understanding of the fundamentals of good writing
4. Recognize and compose various writings you'll encounter in the business world
5. Learn to write as a member of a team
6. Understand the value of persuasive writing and apply your skills to real-life situations

**Policies and Procedures**

1. You won't learn if you don't attend class. I understand that emergencies do occur, however, so you will be allowed a maximum of three absences during the semester. You are still responsible for turning in any assignments on time. If you have too many absences, I may drop you from the class with a failing grade.

2. I will not accept late assignments unless pre-arranged. If you miss an in-class graded assignment, you will receive a zero on it. If you cannot turn in an assignment on time or cannot attend class, you are responsible for contacting me as quickly as possible.

3. All assignments must be neat, professional, and computer-generated. I do not accept hand-written work.

4. This is not a grammar class. You will be expected to having functioning skills in and knowledge of the correct use of the English language.

5. ***English 2700 is a reality-based course.*** It includes a variety of exercises (in and out of class) such as web sites, case studies, memos, letters, oral presentations, short reports, formal reports, manuals, proposals, group work, and more. You must read the assigned works and participate in class discussions and in group projects. You will create a group contract and group evaluations from your team members will affect your grade.

**In-class Writing Workshops**We will spend a significant amount of class time working on course assignments. Good students use this time to complete group and individual projects, and they benefit from working with the instructor on their assignments. Be aware that your attendance at these sessions is a vital component of your grade.

**Computer Facilities**

As a technical writing student, you may use the Technical Writing Computer Lab in room 307 of the Auditorium Building.

**Plagiarism**

All work done in this class must be your own and original. Any use of another's ideas or words in your work without assigning proper credit is considered plagiarism. Plagiarism, according to *Merriam-Webster Dictionary*, means “to steal or pass off the ideas and words of another as one’s own” or to “use another’s production without crediting the source.” If you plagiarize, you will fail the class.

**Course Evaluation**

Your grade in this course will be determined as follows:

Major group assignments 40%

Individual projects, exams, and assignments 60%

100%

A = 90 - 100

B = 80 - 89.9

C = 70 - 79.9

D = 60 - 69.9

F = Below 60

Major group assignments may include proposals, feasibility studies, brochures, and oral presentations. Major individual assignments include grammar/style exam, in-class writings, a multi-page manual, a resume, and a detailed website. These assignments may be changed throughout the semester, and some assignments may not be graded.

**ADA**

In accordance with the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will work with the Office of Disability Accommodation to help reasonably qualified students with disabilities. If you have such a disability, please advise me in writing of your needs no later than the second week of class.

**Essential competencies include the ability to**

 read and analyze technical documents and web sites, and

visualize the variances of readable, well-designed documents

 write clear, concise technical communications

 understand the importance of writing for an audience

 work effectively as part of a team

 speak in front of the class and use multi-media for support

**TECM 2700 Weekly Schedule – Spring 2012 (Peake)**

*Assignments and dates are subject to change.*

**Readings and Major lecture topics assignments**

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| **Week 1**  **January 18** | Introductions |  |
| **Week 2**  **January 23** | Basics of TechComm, Grammar and style  Sims Chapters 1, 7, 8 | Computer orientation, Grammar diagnostic |
| **Week 3**  **January 30** | Style exercises, Reader-focused language | Student assessment, In-class assignments, Individual manual and website |
| **Week 4**  **February 6** | Collaborating with team members  Sims Chapters 3 | Style/grammar exam,  In-class writing |
| **Week 5**  **February 13** | Audience and purpose, Short overview of manuals and websites  Sims Chapter 4, 15, 19 | Assign teams for semester |
| **Week 6**  **February 20** | Graphic design  Sims Chapters 10, 11 | Manual topic memo, Graphics and website orientations |
| **Week 7**  **February 27** | Overview of feasibility studies and proposals  Sims Chapters 16, 18 | Manual orientation, manual outline, group feasibility topic memo, brochure rough draft |
| **Week 8**  **March 5** | Letters and memos, Proposals  Sims Chapter 12  Re-read Sims Chapter 16 | Group writing assignment, rough draft e-portfolio |
| **Week 9**  **March 12** | Manuals, Resumes  Sims Chapters 13, re-read 15 | Brochure, resume |
| **Week 10**  **March 26** | Websites  Re-read Chapter 19 | Manual rough draft, website draft |
| **Week 11**  **April 2** | Ethics  Sims Chapter 2 | In-class workshops |
| **Week 12**  **April 9** | Oral presentations  Sims Chapter 20 | Feasibility study rough draft |
| **Week 13**  **April 16** | No readings | Individual manual and feasibility studies due |
| **Week 14**  **April 23** | Review of oral presentations | E-portfolios due |
| **Week 15**  **April 30** | No readings | Group presentations, assessments |
| **Week 16**  **May 7** | No readings | Finals |

**Please note:** Finals are held the week of May 7. You MUST attend during the final time announced by the University to pass this course.