TECM2700
Fall 2014

Class Days: Mondays & Wednesdays,
Class Time: 1:00 p.m. – 2:20 p.m.
Class meets in FH 136

The goal of this course is to prepare students to become informed and effective writers in the workplace. Students will learn to write clear, concise, and visually appropriate technical prose for their intended audiences in response to various assignments. They will learn to work individually and in teams to discuss, write, edit, and present technical documents following the conventions of the appropriate genres.

Dr. Natalia Kovalyova   Founders' Hall 2222   Natalia.Kovalyova@untdallas.edu   (972) 338-1539
I am also available to meet outside of class, during office hours: Mondays & Wednesdays, 3-6pm & Tuesday 4 -6pm.

Textbook: Technical Communication: A Reader-Centered Approach by Paul V. Anderson, 7th edition, 2009

Your grade in this class will be comprised of your work in three different areas: assignments; quizzes, exams; and class work.
- **Assignments** (60%) – written assignments designed to allow students to practice and become proficient in technical writing.
- **Class work** (20%) – hands-on collaborative activities designed to prepare students for major assignments and including five (5) peer reviews and in-class practice activities.
- **Quizzes & Exams** (20%) – assessment tools testing students' abilities to write and edit technical prose; there are only two exams (a mid-term and a final) and four (4) quizzes.

Grade Determination:
- A = 90-100%;   B = 80–89%;   C = 70–79%;   D = 60–69%;   F = less than 60%.

The evaluation criteria for the assignments will be detailed in individual assignment sheets.
All written assignments will receive grades if they exhibit some or all of the following features:

F – The assignment is not submitted; is plagiarized in part or in whole; or suggests that the writers did not understand the assignment or has only an uncertain grasp of the college writing conventions.
D – Writing has no controlling purpose; it does not follow the assigned topic and is poorly organized; no revision is evident; spelling, punctuation, vocabulary or grammar problems interfere with comprehension.
C – The submission may make some good points and may demonstrate understanding of the assignment, but it is not followed completely; the text is not rich, detailed, and well-supported; organization is loose or non-existent; sentences show little variety; many minor mechanical errors.
B – A solid document that fulfills the assignment; is well-organized; the point is clear and is supported by smart observations; the structure holds throughout the paper and is highlighted appropriately; punctuation is standard; may contain occasional minor mechanical errors.
A – Writing demonstrates detailed understanding of the assignment; is well written and well-supported; the point is made clearly and gracefully; organization is sound; sentences are varied and clear; few or no grammar and mechanical errors.

Course Schedule:

Monday, **August 25**	Introduce the class; grammar checkpoint. Reading: Ch1. Writer's Guide p.91: Read and apply to your assignment
Wednesday, **August 27**	Audience analysis for a syllabus (Assignment 1). Look into Chapters 14 for design ideas
Monday, **September 1**	**No class** - Labor Day. Read Ch. 14
Wednesday, **September 3**	Assignment 1 due
Monday, **September 8**	Formatting. Design ideas. Review of Ch14. Introduce Assignment 2
Wednesday, **September 10**	Continue Design work. Ch13.
Monday, **September 15**	Organizing text. Read Ch8 for organizing text
Wednesday, **September 17**	Continue working on text organization. Draft Assignment 2 for peer review. Prepare for Quiz 1
Monday, **September 22**	Quiz 1. Peer review Assignment 2 the rest of the class.
Wednesday, **September 24**	Assignment 2 due. Work on conciseness. Read Ch9
Monday, **September 29**	Work on conciseness. Ch15
Wednesday, **October 1**	Work on style and conciseness. Introduce Assignment 3. Ch 4
Monday, **October 6**	Notion of usability. Read Ch27
Wednesday, **October 8**	Writing instructions. Prepare for Quiz 2
Monday, **October 13**	Quiz 2. Usability test for your instructions
Wednesday, **October 15**	Assignment 3 due. Review for a mid-term
Monday, **October 20**	Mid-term
Wednesday, **October 22**	Writing memos. Ch18
Monday, **October 27**	Types of reports and writing conventions. Introduce Assignment 4
Wednesday, **October 29**	Teamwork on Assignment 4
Monday, **November 3**	Teamwork on Assignment 4
Wednesday, **November 5**	Teamwork on Assignment 4. Prepare for Quiz 3
Monday, **November 10**	Quiz 3. Peer Review for Assignment 4.
Wednesday, **November 12**	Assignment 4 due. Read Ch2 and 22 and bring a job ad for the next class.

Monday, **November 17**	Writing a job application packet. Job ad analysis. Peer Review work.
Wednesday, **November 19**	Strategy for writing a job application packet. Writing a memo.
Monday, **November 24**	Writing a resume. Finish writing a resume.
Wednesday, **November 26**	Peer review resume writing. Write a letter of application.
Monday, **December 1**	Quiz 4. Peer review letter writing.
Wednesday, **December 3**	Assignment 5 due. Review for a final exam
Monday, **December 8**	Final Exam

This schedule is a guide and is subject to change

Course & University Policies

Assignment Policy: All assignments should be posted to Blackboard before class time on the date they are due.

Late Submissions: There is no provision for late submissions. Once the deadline for an assignment passes, the online course management system (Blackboard) disallows tampering with access to it. You will receive a 0 for all assignments not submitted on time.

Readings: It is expected that you will have completed the assigned readings before coming to class. This means that you should come prepared to discuss what you have read. It is not unlikely or unusual for me to ask you to describe and summarize the chapter that you were assigned to read for that day. If you are not up on the readings, you will most likely perform poorly when evaluated on your class participation.

Exam Policy: All tests and exams will be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Technology: In class, you will use a workstation. Electronic devices beyond the classroom equipment create distraction and are not allowed in class without the instructor's permission. They should be turned off and put away. If you must have your cell phone on during class time, please inform the instructor. Otherwise, **if you use your phone during class time, you will lose 25 points off your final grade**. This also applies to texting, emailing, checking for messages, surfing the net, or playing games in class.

Academic dishonesty is not tolerated in this classroom or in any classroom at UNT Dallas. Committing academic dishonesty in any portion of your work for this course is grounds for course failure. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Students with Disabilities (ADA Compliance): The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 (Founders' Hall).

Student Evaluation of Teaching Effectiveness Policy: The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I consider the SETE to be an important part of your participation in this class.

Bad Weather Policy: On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy: The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for whatever reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

All communication about this class will be sent to your UNTD account via Blackboard. Please make sure Blackboard information has the email address you are actually using.