

University of North Texas at Dallas
Spring 2011
SYLLABUS

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| TECM 2700 Technical Writing 3 hrs | |
| Department of | Languages and Communication |
| Division of | |
| Instructor Name: | Kate Warrington |
| Office Location: | Building 2, Room 258 |
| Office Phone: | (972) 338-1537 |
| Email Address: | kate.warrington@unt.edu |
| Office Hours: | Tuesday 3-5 and Thursday 4-5 |
| Writing Center Hours: | Monday 12-3, Tuesday 1-3, and Wednesday 1-2 |
| Classroom Location: | DAL 1 226 |
| Class Meeting Days & Times: | MW 4:00-5:20 |
| Course Catalog Description: | Expository writing, especially for science, pre-engineering and business students. May be substituted for ENGL 1320 in some programs; students should consult advisors in their majors. |
| Prerequisites: | |
| Co-requisites: | |
| Required Texts: | Technical Communication: A Reader-Centered Approach by Paul V. Anderson |
| Recommended Text and References: | |
| Access to Learning Resources: | UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com |
| Course Goals or Overview: | |

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| | <p>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, present, and publish technical documents following the proper conventions of this genre. Students will receive instruction in the use of word processing and graphics software to assist them in the creation of technical documents and presentations. They will also learn to evaluate and analyze both print and non-print (web-based) materials as well as to incorporate researched sources into the assignments for the course. By the end of the semester, students will be able to produce technical documents designed to successfully inform, instruct, report, clarify, convince, persuade, and negotiate.</p> <p>TECM 2700 is based on a thinking-into-writing model where much of the writing is preliminary to the production of finished work. Pre-writing, drafting, and writing to revise represent a good deal of the work of the class. Class work will also include exercises, brainstorming, group work, peer reviewing, in-class writing, and document drafting.</p> |
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Gen-Ed Learning Objectives/Outcomes that this course addresses:

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| 1a | The UNT Dallas graduate will explore English, the arts and humanities, math, the natural sciences, and social and behavioral sciences. |
| 2a | The UNT Dallas graduate will be able to locate, evaluate, and organize information including the use of information technologies. |
| 2b | The UNT Dallas graduate will think critically and creatively, learning to apply different systems of analysis. |
| 2c | The UNT Dallas graduate will develop problem solving skills that incorporate multiple viewpoints and differing contexts in their analysis. |
| 3a | The UNT Dallas graduate will engage with a variety of others in thoughtful and well crafted communication. |
| 3b | The UNT Dallas graduate will broaden and refine his/her thinking as a part of the give and take of ideas, seeking to better understand others' perspectives as well as his/her own. |
| 4a | The UNT Dallas graduate will deepen his/her understanding of the variety of human experience and gain the capacity to see situations from another's viewpoint. |
| 5f | The UNT Dallas graduate will gain leadership skills that prepare him/her for active citizenship. |

Course Learning Objectives/Outcomes

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| 1 | Learn to follow and adjust to conventions of technical writing, including mechanics and format, and practice writing various technical documents common in business and industry |
| 2 | Understand the value of good communication and writing skills in the workplace |
| 3 | Write clearly, concisely, and correctly, following the rules of standard grammar, usage, spelling, and punctuation |
| 4 | Design information for specific audiences and advocate reader/user needs, communicating technical and scientific information in clear language |
| 5 | Create contexts for effective collaboration and teamwork |
| 6 | Successfully employ visual and verbal argumentation |
| 7 | Develop critical thinking skills through reading and analyzing technical documents |
| 8 | Hone research skills |
| 9 | Learn to foster a view of writing as situated action (people acting through writing within organizations) |
| 10 | Create contexts for writing that are real and sophisticated |
| 11 | Use word processing and graphics software to create effective technical documents |
| 12 | Foster a consideration of ethics in their writing |

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by UNTD email or during class time.

| TOPICS | TIMELINE |
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| Introduction to Technical Writing | Week of January 17 |
| Analyzing and writing job application documents | Week of January 24 - Week of January 31 |
| Assignment #1: Job Ad Analysis due | February 7 |
| Analyzing technical scholarship and scholarly articles | Week of February 7 – Week of February 21 |
| Concise writing and writing about numbers | Week of February 14 |
| Assignment #2: Executive Summary due | February 28 |
| Writing Reader-Centered Proposals | Week of February 28 |
| Collaboration and team communication | Week of February 28- Week of March 7 |
| Creating and Delivering Listener-Centered Oral Presentations | Week of March 7 – Week of March 28 |
| Assignment #3: Problem Solving Assignment due | April 6 |
| Writing Reader-Centered Correspondence | Week of April 4 |
| Visual design and creating reader-centered graphics | Week of April 4 – Week of April 11 |
| Assignment #4: Document redesign | April 20 |
| Grammar and style review for technical communication | Week of April 18 |
| Editing Exam | April 25 |
| Writing reader-centered instructions | Week April 25 – Week of May 2 |
| Assignment #5: How-To (instructions) | May 4 |
| Final Exam | TBA |

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Writing Assignments – written assignments designed to allow students to practice and become proficient in technical writing

Editing Exam – an assessment testing students' abilities to edit and correct English, technical prose

Final - a final assessment testing students on their knowledge of course material at the end of the semester

Grading Matrix:

Job Ad Analysis (writing assignment) - 10%
Executive Summary (writing assignment) - 10%
Problem Solving (writing assignment) - 15%
Document Redesign (writing assignment) – 15%
Instructions (writing assignment) - 15%
Editing Exam – 15%
Final Exam - 20%

Total - 100%

Grade Determination:

A = 90 - 100%

B = 80 - 89 %

C = 70 - 79 %

D = 60 - 69 %

F = less than 60%

University Policies and Procedures

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. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

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 am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:

Drafts of writing assignments should be posted to Blackboard before class time on the date the draft is due. Writing assignments and homework will be graded by determining how well the assignment meets the specific guidelines for each individual assignment. If appropriate, the essay grading criteria listed below will be used to determine grades.

Assignment Format

All assignments must meet the following requirements unless otherwise specified:

- Be typed or printed on a word processor
- Be double-spaced (unless otherwise specified)
- Use a 12-point font in Times New Roman
- Use one-inch margins on the top, bottom and sides
- Use correct MLA format and documentation

I understand that when posting essays online via Blackboard that formatting may be compromised. I will take this into consideration when evaluating all online assignments in this course. However, failure to submit assignments in the appropriate format could result in a 5-10 point reduction in the grade for that assignment.

Essay Grading Criteria

The following is a good idea of what I look for in a paper and how I grade what I find. However, specific rubrics may be used to evaluate each writing assignment. Needless to say, these are not absolute criteria, but generally speaking, papers I read that receive these grades exhibit some or all of the following features:

F – The paper is not handed in; plagiarized in part or in whole; unacceptably shorter than the assigned length.

D – No controlling purpose; major mechanical problems; poor organization; does not follow the assigned topic; paper is much shorter than the assigned length; no revision is evident

C – The paper may make some good points and may demonstrate understanding of the assignment, but the text is not rich, detailed, and well-supported as it should be in a college paper; stylistic problems come between the reader and the purpose of the text; many minor mechanical errors, some major mechanical errors; assignment is not followed completely; examples and narrative may be added for its own sake (Filler!); sentence structures tangled or unvaried; organization rambles or disappears; words misused or misspelled; proofreading weak; little revision is evident

B – A solid, commendable paper that fulfills the assignment. The writer has an interesting point to make and makes it in an organized and competent way. Clear, sufficiently complex purpose supported by intelligent and astute observations. The paper is connected with appropriate signals of identity or transition which highlight the structure of the paper; standard correct punctuation; some variation in sentence length and structure; perhaps an awkward style at moments; a few minor mechanical errors; moderate revisions are evident.

A – The paper is more than accurate and error free; it is strikingly well written and well-supported. In the best A papers, a human voice seems to speak: it has something to say, says it clearly and gracefully and supports it fully. A purpose rich enough to lend itself to interesting development and support; detailed understanding of the assignment; sound organization; clear, unambiguous sentences, sentence lengths vary, few or no grammar and mechanical errors; large-scale revision is evident.

Late Assignments

I do not accept late assignments. You will receive a 0 for all assignments not submitted on time. Opportunities to make-up missed assignments will be considered on a case-by-case basis.

Cell Phones:

Cell phone use is not permitted during class time. This includes talking on the phone, texting, emailing, checking for messages, or playing games. You should turn your ringer off during class time (not on vibrate) because ringing/vibrating cell phones may disrupt class activities. If you must have your cell phone on during class time, please inform the instructor. Otherwise, if your cell phone rings in class or if you use your phone during class time, you will be dismissed from class and will earn 1 absence.

Exam Policy:

There will be a final exam in this course. You must attend the final exam. No make-up exams will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

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:

I keep strict attendance and will adhere to the rule that more than 2 weeks of absences are grounds for failure. Since this is a MW class, you are allowed 4 absences. The 5th absence is grounds for failure. 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 what 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.

The only excused absences recognized by the University of North Texas Dallas are those wherein a student is representing the university in an official capacity. These absences will not be excused without appropriate documentation. Athletes and other students who will be missing class for an official university activity must advise me in writing at least 48 hours in advance of the absence.

If a student is more than 10 minutes late to class, he/she will be counted 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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Optional Policies :

You will use Blackboard every week for homework assignments. You can log on to Blackboard by clicking on eCampus from the UNT Dallas homepage. If Blackboard is down, you may send me your assignment via email with no penalty.

For this class, you are required to communicate using your UNTD email account. You should check this email account at least 2 times per week. I will send all communication about this class to your UNTD account.