University of North Texas at Dallas
SPRING 2012
SYLLABUS

TECM 2700D-90 Technical Writing 3 hrs

Department of	Languages and Communication	Division of	Liberal Arts & Life Sciences

Instructor Name:	Kate Warrington
Office Location:	Building 2, Room 258
Office Phone:	(972) 338-1537
Email Address:	kate.warrington@unt.edu
Office Hours:	MW 12-4 and Th 5:30-6:30
Writing Center Hours:	
Classroom Location:	DAL 1 201D
Class Meeting Days & Times:	MW 10:00-11:20

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:	

	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.
	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.
General Education Learning Objectives/Outcomes that this course addresses:	
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 other's 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.
	TECM 2700 Learning Objectives/Outcomes:
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
Introduction to Technical Writing	Week of January 16
Analyzing and writing job application documents	Week of January 16-Week of February 6
Job-Ad Analysis due	February 13
Concise writing and standard English grammar	Week of February 13
Writing and summarizing scholarly and numerical data	Week of February 20 – Week of February 27
Exam 1	February 29
Visual and textual design principles	Week of March 5
Writing technical proposals	Week of March 12- Week of April 2
Creating effective oral presentations and supporting documents	Week of April 2- Week of April 9
Group presentations (Problem Solving assignment due)	Week of April 16
Writing instructions and usability testing	Week of April 23
Exam 2	April 30
Final exam review session	May 1
Final exam	May 9

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

Participation - in-class assessments to gage understanding and engagement with course material. May include quizzes, peer review assignments, and/or in-class writing

Exams – assessments testing students' understanding of and ability to apply course material

Grading Matrix:
Job Ad Analysis (writing assignment)   - 15%
Exam 1 (summarizing scholarly articles and numerical data) - 15%
Exam 2 (writing instructions) - 15%
Problem Solving (collaborative writing assignment and oral presentation) - 15%
Participation – 20%
Final Exam (comprehensive) - 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. Generally, your peers will make comments on these drafts by responding to your post with the expectation that you will make revisions based upon the received suggestions.

Assignment Format
All assignments must meet the following requirements unless otherwise specified by the instructor:
   • Be typed or printed on a word processor
   • Use a 12-point font in Times New Roman
   • Use one-inch margins on the top, bottom and sides

When posting essays online via Blackboard, 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. If/when you post assignments as attachments, you must post your file as a Word document (.doc or .docx). Failure to post in the correct format may jeopardize your ability to earn credit on the assignment.

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.

Participation
Participation includes in-class writing assignments, preparation for and participation in peer-review workshops and performance on quizzes. If you miss class with an unexcused absence, you will not be offered the opportunity to make-up missed participation assignments. You are not eligible to earn participation points if you are not present in class (e.g. you cannot take an online quiz from home and earn participation points).

Writing Assignments
There are several major writing assignments in this course. Each of these assignments will be graded using a rubric specific to that assignment that will be handed out with the assignment guidelines.

Cell Phones:
Cell phone use is not permitted during class time. This includes talking on the phone, texting, emailing, checking 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 lose all participation points awarded for that day.

Exam Policy:
All students must take exams on the scheduled exam days unless the absence is a documented excused absence. Our final exam will be given on May 9 from 10:00 a.m.-12:00 p.m.

Attendance:
Students are expected to attend class meetings. The only excused absences that will be recognized in this course are 1. Illness that required a doctor's visit (this type of absence will be counted excused after submitting a signed/dated doctor's note to the instructor), 2. Death in the immediate family (this includes parents, siblings, and children only), or 3. Observance of a religious holiday. Even if a student's absence meets one of these criteria, he/she is responsible for working with the instructor to establish a schedule for making up all work missed.

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.

TECM 2700 policy: Students can expect that all instances of plagiarism will be reported to Laura Smith in the Student Life Office. For first offences, students will earn a 0 (zero) on the assignment. For a second offense, students will fail TECM 2700.

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.

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