

University of North Texas at Dallas
Fall 2024 SYLLABUS

TECM 2700-0072 (8-week course)
Technical Writing (3 hrs)

Department of Languages and Communication		School of Liberal Arts and Sciences
Instructor Name:	Dr. Candie McKee-Williams	
Office Location:	Online	
Email Address:	Candie.mckee-williams@untdallas.edu (preferred contact)	
Office Phone	405-206-1513 (emergencies only)	
Office Hours:	Please see Canvas	
Classroom Location:	N/A - Online	
Class Meeting Days & Times:	N/A - Online	
Course Catalog Description:	Expository writing, especially for science, pre-engineering, and business. May be substituted for ENGL 1323 in some programs; students should consult advisers in their majors.	
Prerequisites:	ENGL 1313	
Required Texts:	All course content will be provided in Canvas; small fees may be associated with setting up websites or other online accounts	
Recommended Texts:	Purdue Online Writing Lab (OWL), Free source for general information on writing: https://owl.english.purdue.edu/owl/	
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com	
Supported Browsers Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) Internet Explorer 11 Edge 41, 42 Respondus Lockdown Browser Safari 10, 11 Supported Devices: iPhone Android Chromebook (Tablet users can use the Canvas app) Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) Note: There is no screen reader support for Canvas in Chrome	Getting Help with Canvas: Canvas 24 /7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: web: https://community.canvaslms.com/docs/DOC-10701 For additional assistance, contact Student Assistance (Distance Learning): Founders Hall, Rm 124 phone: (972) 338-5580 email: distancelearning@untdallas.edu <i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i> If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.	

Course Overview:

TECM 2700 is designed to help develop foundational writing knowledge for work in your future majors and professions. Whereas the purpose of much academic writing is to showcase your acquisition of knowledge to an expert (your teacher), in technical writing, you will be the expert, tasked with clearly communicating information and ideas to an audience who needs to learn something or do something based on your work.

This class is not designed to teach you every kind of writing you will do in your major or career, and it is not designed for any one particular major. Instead, our interest is in developing skills, strategies, and awareness of writing that takes place in professional and technical settings. We will look at how to clearly, effectively, and efficiently provide many different audiences with the information they need to complete tasks or make decisions. Thus, much of our work will be in learning how to adapt our writing to fit the demands of changing situations through some representative professional genres; we'll refer to this in the class as a "rhetorical approach" to writing.

In addition, we will spend time developing one of the more important skills for 21st-century workers: information literacy. Throughout the course, we will develop skills in searching, evaluating, synthesizing, recording, organizing, and citing information. Formatting and organizing our work to ease reader effort and understanding is a central component of technical writing, and citing and recording information is a pillar of academic and professional work as well.

Learning Objectives/Outcomes:

At the end of this course, students should expect to gain significant experience in the following areas:

Critical Thinking and Rhetorical Strategy	Understanding contexts in which professional and technical writing takes place
	Adapting writing to the demands of specific professional situations and audiences
	Understanding how professional and technical documents are composed to meet the needs of workplace tasks and audiences
Communication and Presentation	Formatting professional documents effectively through the use of software
	Communicating in written, visual, and web-mediated modes of writing
	Understanding the writing process strategies of experienced writers
Ethics/ Personal Responsibility	Understanding the ethical and legal implications of various professional genres and tasks
	Reflecting on and assessing progress in the course and individual assignments
Information Literacy	Understanding and using relevant citation practices in professional fields
	Searching for and evaluating appropriate information for technical communication
Teamwork	Working effectively and productively with peers of different backgrounds

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Access information in this course using the Modules link on the right side of your Canvas class. Going to Assignments or Discussions will not give you the learning materials you need to be successful.

Schedule	Topics & Activities	Due Dates
Week 1	<ul style="list-style-type: none"> • Introduction to the Course • Read syllabus • Professional Emailing and Zoom Tips <ul style="list-style-type: none"> ◦ “5 Tips for Writing Professional Emails” ◦ “10 Best Outlooks Tips and Tricks” ◦ “19 Zoom Tips and Tricks” ◦ “Zoom: Tips, Tricks, and Hacks” 	<ul style="list-style-type: none"> • Take Quiz 1 in Canvas
Week 2	<ul style="list-style-type: none"> • Business Letters <ul style="list-style-type: none"> ◦ Read materials on how to format a business letter ◦ Write two real-life business letters 	<ul style="list-style-type: none"> • Post business letters 1 and 2 to Canvas
Week 3	<ul style="list-style-type: none"> • Giving Good Presentations <ul style="list-style-type: none"> ◦ “18 Tips for Killer Presentations” ◦ “Do These Four Things to Make Your Boring Presentation Sound Interesting” 	<ul style="list-style-type: none"> • Take Quiz 2 in Canvas
Week 4	<ul style="list-style-type: none"> • E-portfolio with Cover Letter and Résumé <ul style="list-style-type: none"> ◦ Read materials and PowerPoint on E-portfolios ◦ Read materials on creating a strong résumé ◦ Read materials on writing cover letters ◦ Read instructions on creating a website at Wix.com or Strikingly.com ◦ Create E-portfolio 	<ul style="list-style-type: none"> • Create and post E-portfolio link to Canvas
Week 5	<ul style="list-style-type: none"> • Business Proposal <ul style="list-style-type: none"> ◦ Read information on creating Business Proposal ◦ View sample Proposal ◦ Work on your Proposal and complete it 	<ul style="list-style-type: none"> • Create and post Research Prospectus to Canvas
Week 6	<ul style="list-style-type: none"> • ChatGPT and AI Tools <ul style="list-style-type: none"> ◦ ChatGPT Tips ◦ AI Tools 	<ul style="list-style-type: none"> • Take Quiz 3 in Canvas
Week 7	<ul style="list-style-type: none"> • Research Prospectus for Social Impact Project <ul style="list-style-type: none"> ◦ Read information on creating Research Prospectus ◦ View sample Prospectus ◦ Work on your Prospectus and complete it 	<ul style="list-style-type: none"> • Turn in Research Prospectus
Week 8	<ul style="list-style-type: none"> • Social Impact Project [final project] <ul style="list-style-type: none"> ◦ Read/watch materials on doing social good through writing ◦ Read assignment details for Public Writing Project ◦ Choose your cause ◦ Develop plan ◦ Work on and complete project 	<ul style="list-style-type: none"> • Post final project work in Canvas

Course Evaluation Methods
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.
<p>Major Projects – This course is primarily project-based, and four major projects will be the most significant measure of success in the class. Students should very carefully consult the project descriptions and the course materials for details about how to complete each project.</p> <p>Short Essay – Students will respond to readings and a prompt in a short-answer essay that will be posted in Canvas.</p> <p>Quizzes – Students are responsible for reading material, which will be posted in Canvas, in order to learn basic concepts of technical communication. Students will be quizzed over assigned readings in Canvas.</p>
<p>Grade Determination:</p> <p>A = 90% or greater B = 80 – 89 % C = 70 – 79 % D = 60 – 69 % F = Less than 60%</p>

Grading Matrix/Rubric

Quizzes	Average of all quizzes	20%
Project 1 – Business Letters	Two business letters written in Full Block Format	20%
Project 2 – E-Portfolio	Online portfolio with résumé and application letter	20%
Project 3 – Business Proposal	Create Business Proposal	10%
Project 4 – Research Prospectus	Write a Research Prospectus	20%
Project 5 – Social Impact Project [Website, Social Media, etc.]	Website creation + various social media postings	10%
Total		100%

University Policies and Procedures

Students with Disabilities (ADA Compliance): Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untdallas.edu or at Building 2, room 204.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

Assignment Policy: All assignments must be completed by the due date and will be evaluated based on the specific assignment instructions that were posted in Canvas. Late work will only be accepted if the student directly emails the professor with a legitimate reason for turning in the work late. Late work or quizzes will be deducted 10 points for each day they are late.

Exam Policy: Online exams and the ability to retake is solely at the instructor's discretion. Exams/quizzes must be taken in Canvas by the due date. Late exams/quizzes will only be accepted if the student directly emails the professor with a legitimate reason for taking the exam/quiz late. Late exams/quizzes will be deducted 10 points for each day they are late. **NOTE:** Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. 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 [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online

communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)