

University of North Texas at Dallas
Fall 2025 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:	Online only—Wednesday & Friday 9 am-10 am & by appointment	
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)	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 If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress. 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	O1: Understanding contexts in which professional and technical writing takes place
	O2: Adapting writing to the demands of specific professional situations and audiences
	O3: Understanding how professional and technical documents are composed to meet the needs of workplace tasks and audiences
Communication and Presentation	O4: Formatting professional documents effectively through the use of software
	O5: Communicating in written, visual, and web-mediated modes of writing
	O6: Understanding the writing process strategies of experienced writers
Ethics/ Personal Responsibility	O7: Understanding the ethical and legal implications of various professional genres and tasks
	O8: Reflecting on and assessing progress in the course and individual assignments
Information Literacy	O9: Understanding and using relevant citation practices in professional fields
	O10: Searching for and evaluating appropriate information for technical communication
Teamwork	O11: Working effectively and productively with peers of different backgrounds

Course Deliverables (Assignments)

This course requires several workplace deliverables (assignments). Outcomes related to each deliverable are noted. They include:

Meets Outcomes	Deliverable (Assignment)	Points
	Job-Related Documents	22.5%
O1-O3, O7-O8, O11	<ul style="list-style-type: none"> Mock-Interviews (3 over the eight weeks) 	75 pts
O1-O8, O10-O11	<ul style="list-style-type: none"> Application Package (Cover Letter and Resume) 	150 pts
	Term Project	52.5%
O1-O8, O10-O11	<ul style="list-style-type: none"> Contract and Project Plan* 	100 pts
O1-O11	<ul style="list-style-type: none"> Research Plan 	75 pts
O1-O8, O10-O11	<ul style="list-style-type: none"> Progress Report 	50 pts
O1-O11	<ul style="list-style-type: none"> Project Report 	100 pts
O1-O11	<ul style="list-style-type: none"> Project Presentation 	100 pts
O1-O8, O10-O11	<ul style="list-style-type: none"> Presentation Review Forms 	100 pts
	Final Reflection Lessons Learned	5%
O1-O8, O10-O11	<ul style="list-style-type: none"> Individual assignment 	50pts
	Low-Impact Assignments	20%
O1-O11	<ul style="list-style-type: none"> Basically, be in class and participate regularly online as required. E.g. Who am I as a Communicator? Drafts, Reviews, Quizzes (individual assignments) 	200pts
Total		1000 pts

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.

The schedule is set up the following way:

Modules	Topics	Sequence	Point Value	Due Date
This column indicates the specific modules each week of the semester.	Although there are many concepts and topics covered in each module, a main topic is selected to keep us focused on one major question.	This column helps guide us in terms of which modules are due in a given week	Each module will have a Part A (usually 20 points) and then a Part B (typically 40 points)	Modules are due Thursdays at 11:59 p.m. and then Sunday at 11:59 p.m. I list the dates for maximum clarity

Schedule of Assignments

Modules	Topics	Sequence	Point Value	Due Date
Module 1: Introduction to TECM 2700				
Module 1	Syllabus	Module #1A	25 pts.	Thurs, Oct 23 @ 11:59 p.m.
	Who Am I as a Communicator?	Module #1B	75 pts.	Sun, Oct 26 @ 11:59 p.m.
Module 2: Job Applications				
Module 2	Mock Interview 1	Module #2A	25 pts.	Thurs, Oct 30 @ 11:59 p.m.
	Cover Letter and Resume	Module #2B	150 pts.	Sun, Nov. 2 @ 11:59 p.m.
Module 3: Term Project and Project Plans				
Module 3	Term Project	Module #3A	30 pts.	Thurs, Nov 6 @ 11:59 p.m.
	Project Plans	Module #3B	100 pts.	Sun, Nov 9 @ 11:59 p.m.
Module 4: Research Plans				
Module 4	Primary Research	Module #4A	37.5 pts.	Thurs, Nov 13 @ 11:59 p.m.
	Secondary Research	Module #4B	37.5 pts.	Sun, Nov 16 @ 11:59 p.m.

Module 5: Research				
Module 5	Mock Interview 2	Module #5A	25 pts.	Thurs, Nov 20 @ 11:59 p.m.
	Gather & Citing Data	Module #5B	35 pts.	Sun, Nov 23 @ 11:59 p.m.
Module 6: Project Reports				
Module 6	Mock Interview 3	Module #6A	25 pts.	Thurs, Nov 26 @ 11:59 p.m.
	Progress Report	Module #6B	50 pts.	Sun, Nov 30 @ 11:59 p.m.
Module 7: Technical Presentations				
Module 7	Design	Module #7A	35 pts.	Thurs, Dec 4 @ 11:59 p.m.
	Finalize Report	Module #7B	100 pts.	Sun, Dec 7 @ 11:59 p.m.
Module 8: Presentations and Lessons Learned				
Module 8	Presentations & Review Forms	Module #8A	200 pts.	Thurs, Dec 11 @ 11:59 p.m.
	Lessons Learned	Module #8B	50 pts.	Fri, Dec 12 @ 11:59 p.m.

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>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</p> <p>B = 80 – 89 %</p> <p>C = 70 – 79 %</p> <p>D = 60 – 69 %</p> <p>F = Less than 60%</p>

University Policies and Procedures

Students with Disabilities (ADA Compliance)

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities 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 accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student 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 the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring that 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. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

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 the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

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 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.

Applied English Program's AI Policy

The UNT-Dallas Applied English program acknowledges the evolving capabilities of Artificial Intelligence (AI) technologies and their various effects on student writing and content creation. The program and the Department of Languages, Linguistics, and Rhetoric is focused on implementing AI-Aware strategies and fostering an environment that emphasizes the ethical and strategic use of AI.

Instructors are encouraged to provide clear information, strategies, and policies on AI use in each course and assignment, and students are expected to use AI in an ethical manner. The Applied English program will work at creating an environment of instructor-student-technology collaboration as we move forward in a society where students must learn how to critically harness the capabilities of new technologies.

Classroom Etiquette

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Classroom Disruption

Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to

comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations

Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. 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.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untdallas.edu or file a report [here](#).

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX

UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untdallas.edu. The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

Bad Weather Policy

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untdallas.edu/police/resources/notifications>.

Inclement Weather and Online Classes

Online classes may or may not be affected 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.

Technology Assistance

To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble 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 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: <https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>

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.

Artificial Intelligence

Note: Institutional policies take priority over the following policy related to this course.

*The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Prompts given by the instructor, and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content).

Your use of AI tools must be properly documented and cited to stay within university policies on academic honesty. For example,

- APA citation

OpenAI. (2025). ChatGPT (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

- MLA citation

"Description of prompt" prompt. *Name of AI tool*, version of AI tool, Company, date text was generated. URL.

Any assignment that is found to have used generative AI tools in unauthorized ways are subject to the university discipline policies.

When in doubt about permitted usage, please ask for clarification.

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.

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