Course	**ECS 2390 Professional and Technical Communication, Sections: 0W4, 0W5, and 0W6**
Professor	Maribeth (Betsy) Schlobohm, JD
Term	Spring 2025
Meetings	Modality – **Asynchronous Online only**

UTD

Professor's Contact Information

Office Phone	972-680-3264 (24/7) Please do not call or text after 5:00pm unless it is an emergency. Use email after 5:00pm.
Office Location	Virtual using MS Teams
Email Address	maribeth.schlobohm@utdallas.edu You may email 24/7. I will respond as quickly as possible, but at least within 24 hours.
Office Hours	I am available throughout the week via phone and email. Additionally, you may schedule a virtual office appointment between 11:30AM – 4:00pm M – F by emailing me to set up a Teams virtual meeting. Always use your UT Dallas email to schedule an appointment.

Course Modality and Expectations

Instructional Mode	Instructional Mode: **Asynchronous Online**. See this page for the description: https://www.utdallas.edu/fall-2020/fall-2020-registration-information/
Course Platforms	This course will use the following online platforms: eLearning – Assignments MS Teams – office visits, course video lectures eBook – https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0 - textbook, sample documents, chapter power point slide shows, chapter quizzes
Expectations	All students are expected to: 1. Purchase the required textbook: M. Schlobohm and C. Ryan, *Business and Technical Communication: A Guide to Writing Professionally,* 4th Ed., Dubuque, IA: Kendall-Hunt Pub. Co., 2023. https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0 2. View the unit video lectures 3. Read the assigned materials 4. Read the assignment instructions 5. Do the required assignments on time 6. Submit all assignments through eLearning

	7. Take all chapter quizzes through the khpcontent.com website
Asynchronous Learning Guidelines	This course will be delivered entirely asynchronously online. It is crucial for all students to meet the course expectations and do the weekly assignments and quizzes. All unit lectures are online. All assignments are online. All quizzes are online.

General Course Requirements

General Core Area 010 Communication Description	Courses in this category focus on developing ideas and expressing them clearly by considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
Core Objectives	**Critical Thinking (CT)–**to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information **Communication (COM)-**to include effective development, interpretation, and expression of ideas through written, oral, and visual communication **Teamwork (TW)-**to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal **Personal Responsibility (PR)-**to include the ability to connect choices, actions, and consequences to ethical decision-making
General Course Information Pre-requisites, Co-requisites, and other restrictions	RHET 1302.
Course Description	Expands students' professional and team communication skills and strategies in technical contexts. Integrates writing, speaking and group communication by developing and presenting technical information to different audiences. Written assignments focus on creating professional technical documents, such as proposals, memos, abstracts, reports and letters. Presentation assignments emphasize planning, preparing and delivering dynamic, informative, and persuasive presentations.
Required Texts and Materials **Suggested Texts, Readings, and Materials**	**Textbook – eBook Only**, M. Schlobohm and C. Ryan, *Business and Technical Communication: A Guide to Writing Professionally,* 4th Ed., Dubuque, IA: Kendall-Hunt Pub. Co., 2023. **You will need this 4th edition of the book to complete the homework assignments and take the chapter quizzes.** The 4th edition contains new quizzes and new course content. To purchase the 4th edition of *Business and Technical Communication: A Guide to Writing Professionally* visit

	https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0
	Upon completion of your order, you will receive an email with an access code to the online publication.
	Internet connectivity is a requirement for this Online – only course. This course uses eLearning, Box, MP4s, Kendall – Hunt website, and UT Dallas email, which you should check at least every 24 hours. Reliable connectivity is necessary to prepare class assignments for submission through eLearning, quiz submission through the Kendall – Hunt website, and to work with other team members on the required team project.
	No assignments may be submitted to the professor through UT Dallas email. In the event there is an eLearning outage and an assignment is due, you will be advised of the alternate delivery date for the assignment. ***Submit all assignments using MS Word, PDF, or PPTX files. PDF files retain their formatting the best.*** I cannot give you feedback when you submit other file types. I might not even be able to open the files.
	All reading assignments will be in the course textbook: M. Schlobohm and C. Ryan, *Business and Technical Communication: A Guide to Writing Professionally,* 4th Ed., Dubuque, IA: Kendall-Hunt, 2023.
Course Learning Outcomes	1. Ability to enhance credibility through communication that adheres to professional and ethical norms. 2. Ability to adapt to different purposes, constraints, and audiences. 3. Ability to develop arguments with front-loaded claims and appropriate evidence. 4. Ability to use visual rhetoric to enhance message effectiveness. 5. Ability to collaborate in a team to research, plan, and present information. 6. Ability to research, draft, and edit documents that adhere to technical and professional standards. 7. Ability to prepare organized speeches and present them with appropriate verbal and nonverbal delivery.
ABET Student Outcomes For the BE, CE, EE, ME and SE programs (Engineering Accreditation Commission)	1. An ability to communicate effective with a range of audiences 2. An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
For the CS program (Computing	1. Communicate effectively in a variety of professional contexts.

	2. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
Accreditation Commission)	
Assignments & Academic Calendar	The schedule for class topics, readings, and assignments is as follows. See the eLearning Learning Unit folder for more details regarding each unit and assignment contained within each learning unit.

Assignment and Grade Values

DATE	ASSIGNMENT DESCRIPTION	POINTS
Unit 1 – Jan 21 – Jan 26	**See Unit 1 Video Instructions** **Read:** Chapter 1 Chapter 2 Appendices A, B, and C in textbook	
Unit 1 – Homework Jan 26	**Homework Assignments:** Due on or before 11:59PM: Chapter 1 Quiz Chapter 2 Quiz Discussion Board: introduce yourself post Sign syllabus **Read:** Chapter 3 Chapter 4	Ch. 1 Quiz: 10 Ch. 2 Quiz: 10 Introduce Yourself Discussion Board: 10 Sign syllabus: 10
Unit 2 – Jan 27 – Feb 2	**See Unit 2 Video Instructions (Chapter 3 pptx):** **The Interviewing Process** **Technical Interviews** **Human Resources (HR)/Behavioral Interviews** **Telephone Interviews** **Zoom/computer aided Interviews**	
Unit 2 – Homework Feb 2	**Homework:** Due on or before 11:59PM: Chapter 3 Quiz Chapter 4 Quiz Two (2) *technical* questions with answers – **You are required to do a web search and cite your source(s) in IEEE.** Top 30 Interview Questions – see Chapter 3 sample documents – **You are required to do a web search and cite your source(s) in IEEE.**	Ch. 3 Quiz: 10 Ch. 4 Quiz: 10 Two technical questions: 20 30 questions: 20
Unit 3 – Feb 3 – Feb 9	**See Unit 3 Video Instructions (Chapters 3 and 4 pptx):** **The Hiring Process** Cover Advertisement Resume References	
Unit 3 – Homework Feb 9	**Homework:** Due on or before 11:59PM: Cover, Advertisement, Resume, and References **Read:** Chapter 7	Cover: 10 Advertisement: 10 Resume: 30 References: 20

Unit 4 – Feb 10 – Feb 16	**See Unit 4 Video Instructions (Chapter 7 pptx): Cover and Thank You Letters**	
Unit 4 – Homework Feb 16	**Homework:** Due on or before 11:59PM: Chapter 7 Quiz Cover Block cover letter Modified block cover letter Thank you letter **Read:** Chapter 6 Chapter 10	Ch. 7 Quiz: 10 Cover: 10 Block cover letter: 20 Modified block cover letter: 20 Thank you letter: 20
Unit 5 – Feb 17 – Feb 23	**See Unit 5 Video Instructions (Chapters 6): Document design, including written documents and pptx slide show formatting**	
Unit 5 – Homework Feb 23	**Homework:** Due on or before 11:59PM: Chapter 6 Quiz Chapter 10 Quiz	Ch. 6 Quiz: 10 Ch. 10 Quiz: 10
Unit 6 – Feb 24 – Mar 2	**See Unit 6 Video Instructions (Chapter 10): Informative speeches, speech outlines, and mp4 presentations using MS Teams and Sharepoint/One Drive** Load your speech into eLearning with MS Teams. Share with professor.	
Unit 6 – Homework Mar 2	**Homework:** Due on or before 11:59PM: Informative speech using Teams. Copy the MP4 into the eLearning folder for the informative speech assignment. Informative Speech Outline Informative Speech pptx	Informative speech: 50 Speech Outline: 25 pptx: 35
Unit 7 – Mar 3 – Mar 9	**See Unit 7 Video Instructions: Editing**	
Unit 7 – Homework Mar 9	**Homework:** Due on or before 11:59PM: Mandatory Re-writes of the following documents: Cover Resume Block cover letter – responding to advertisement Modified block cover letter – as if you know someone at the company Thank you letter References **Read:** Chapter 8 Chapter 9	Cover: 15 Resume: 50 Block cover letter: 25 Modified block cover letter: 25 Thank you letter: 25 References: 25
Unit 8 – Mar 10 – Mar 16	**See Unit 8 Video Instructions (Chapters 8 and 9 pptx):** **Reports, Proposals, and White Papers Overview** **Stand Alone and Supplemental Documents Overview** **(Definitions/Glossaries, Instructions/Specifications, Statements of Work)**	
Unit 8 – Homework	**Homework:** Due on or before 11:59PM: Chapter 8 Quiz	Ch. 8 Quiz: 10 Ch. 9 Quiz: 10

Mar 16	Chapter 9 Quiz	
Spring Break – **Mar 17 – Mar 23**	**No classes. No homework assignments due.**	
Unit 9 – Mar 24 – Mar 30	**See Unit 9 Video Instructions: (Chapters 7 – Memos) and 9 (Technical Definitions)** **Technical Definition Overview** **Long Form Memo Format**	
Unit 9 – **Homework** Mar 30	**Homework:** Due on or before 11:59PM: Technical Definition Assignment **Read:** Chapter 5 Team Proposal assignment overview.	Technical Definition: 50
Unit 10 – Mar 31 – Apr 6	**See Unit 10 Video Instructions (Working in Groups and Teams; Team Proposal Project Overview – Chapters 5, 6, 7, 8, and 10):** **Team Proposal Project Overview** **Questionnaire Overview**	
Unit 10 – **Homework** Apr 6	**Homework:** Due on or before 11:59PM: Chapter 5 Quiz Questionnaire – must be completed *before* assigned to a team	Ch. 5 Quiz: 10 Questionnaire: 25
Unit 11 – Apr 7 – Apr 13	**See Unit 11 Video Instructions (Chapters 5 and 10 pptx):** **Working Collaboratively – team rules and Gantt timelines** **Team Presentations – using "Passing the ball"** **Team proposal research and writing**	
Unit 11 – **Homework** Apr 13	**Homework:** Due on or before 11:59PM: All teams submit one (1) Team Rules All teams submit one (1) Gantt Timeline All teams submit one (1) team presentation using one of the 52 impromptu speech topics and the "Passing the Ball" method of team presentations. See eLearning for instructions.	Team Rules: 25 Gantt timeline: 25 Team Impromptu Presentation: 25
Unit 12 – Apr 14 – Apr 20	**See Unit 12 Video Instructions:** **Proposal writing and editing – see Chapter 8 sample documents**	
Unit 12 – **Homework** Apr 20	**Homework:** Due on or before 11:59PM: Each team submits a draft of their proposal.	Team Proposal Draft: 50
Unit 13 – Apr 21 – Apr 27	**See Unit 13 Video Instructions:** **Team pptx for proposal and editing – see Chapters 6 and 10 sample documents**	
Unit 13 – **Homework** Apr 27	**Homework:** Due on or before 11:59PM: Each team submits a draft of their proposal pptx slide show.	Team pptx draft: 25
Unit 14 – Apr 28 – May 4	**See Unit 14 Video Instructions:** **Proposal and pptx edit for final submissions** **Individual 360 Review (of team performance)**	
Unit 14 – **Homework –** May 4	**Homework:** Due on or before 11:59 PM: Each team submits a final version of their proposal. Each team submits a final version of their pptx slide show. Individual 360 Review (of team performance)	Team Proposal: 100 Team pptx: 50

		Individual 360 Review: 50
Unit 15 – May 5 – May 9	**See Unit 15 Video Instructions:** **Extra Credit –** take the Provost's Technology Group End-of-Course Survey – Not required.	
Unit 15 – Homework May 9	**Homework:** Due on or before 11:59PM: Extra credit – Not Required. Take the Provost's Technology Group End-of-Course Survey sent to each student's email. Tell the professor **in eLearning** that you have taken the survey. Do not reveal your survey or your comments. No extra credit will be given for surveys submitted outside of eLearning and after the end of classes deadline of 11:59PM on May 9, 2024.	Extra Credit (not required): 25
	No Final Exam	
	Total Assignment Points	1,000 points

Cover is required for all assignments unless indicated otherwise. See the Chapter 8 sample documents for how to create a cover at https://www.khpcontent.com.

Cover Elements:
- **Assignment name**
- **Prepared for: Maribeth (Betsy) Schlobohm, J.D.**
- **Prepared by:**
  - **Your name, e.g., John Smith**
  - **Course and Section #, e.g., ECS 3390.0W3**
- **Date, e.g., December 7, 2023 or 7 Dec 2023 – use numbers and month in words as it prevents confusion for an international audience**

Memos do not need a cover as they use a header as follows:

MEMORANDUM

Date: **Date the assignment is due, e.g., 31 Aug 2023**
To: **Maribeth (Betsy) Schlobohm, J.D.**
From: **Your Name, Course and Section #, e.g., John Smith, ECS 3390.0W3**
SUBJ: **Subject of Assignment, e.g., Letters, Resume, and References**

ALL ASSIGNMENTS ARE DUE VIA eLEARNING PER THE SYLLABLUS. Quizzes are taken in the Kendal Hunt book website located at https://www.khpcontent.com.

Late submissions of assignments will receive a "0". No assignment may be submitted via email. All assignments must be submitted in Box through the eLearning portal.

Grading	Grading is based on the UTD Undergraduate Catalog and a 1000-point cumulative scale for points earned from assignments. Credit points are awarded based upon point values set forth in the detailed assignments list above. Grades are awarded as follows:

Grade	Cumulative Credit Points
A	930-1000
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	0-599

Course Policies

Make-up Exams	There is a quiz for each chapter's reading materials. All quizzes are open on the first day of classes until the quiz deadline set forth in this syllabus. Therefore, there is no make-up for a missed online chapter quiz. There is also no credit for late quiz submissions.
Extra Credit	There is one extra credit assignment set forth above in the assignments detail. No late or make up extra credit will be accepted.
Late Work	All written assignments are due per the deadlines set forth in this syllabus. All assignments are turned in through the eLearning portal. All presentations are due on the assigned dates per the syllabus. All students should give a professional appearance for their video presentations. **Late submissions for all assignments receive a zero (0).** **No assignment may be submitted through email.** **Incorrect attachments will be evaluated as final submissions.** **Students may submit their assignments up to three (3) times without penalty before the assignment due date through the eLearning portal.**
Assignment Submission	Assignments are submitted via eLearning in Box. Make sure you are aware of your deadlines because late work receives a zero (0). **Generally, submit assignments using MS Word, MS PPTX, or PDF.** I cannot give feedback on RTF files. *PDF files generally retain their formatting, and therefore, are preferred as there is a lot of formatting in technical writing.*
Class Attendance	As this is an asynchronousonline class, you are expected to read assigned material, perform all assignments, take all chapter quizzes, and contribute to the class. There is no class attendance. Your submission of your homework assignments, taking chapter quizzes, and participating in your team's proposal on time and with excellence will show your participation in the class.
Personal Circumstances	If personal circumstances impact your performance, please address the circumstances with me as soon as possible. It is possible that we will be able

	to work around your situation if we can address the circumstance when it arises. Initiating the conversation late in the semester or well after the situation has arisen will limit the likelihood of us finding alternatives or any opportunity to work around your personal circumstances.
Deadlines	In industry-related technical communication and in just about any other part of the working world, deadlines are a reality. Failure to meet deadlines leads to issues such as costly delays in product releases, breaking of contracts, lost current or future business, and inconvenienced co-workers. Consequently, this class will focus on the need to meet deadlines. Late or incomplete assignments will be penalized as set forth in the Late Assignment paragraph above.
Classroom Citizenship	When working with classmates on projects, students are expected to work with fellow students in a cooperative manner. Talk respectfully to all class members and to the professor. Let us all have a pleasant and professional working environment.
References, Copyright, and Plagiarism	UT Dallas has a no tolerance policy for plagiarism, copyright infringement, or scholastic dishonesty (including missing citations.) Additionally, as this class is designed to instruct you in technical writing, you must give proper citation to all AI assistance used in your writing assignments. Failure to do so will be construed as plagiarism. I support and enforce that policy in my classes. If you do not cite your sources with in-text and end-of-text citations using IEEE or if you publish copyrighted work without permission, you will receive a referral to the Office of Judicial Affairs. Use original visual aids or ensure that you use intellectual property from the public domain or that can be replicated because of Creative Commons licensure or Fair Use Doctrine.
Technical Requirements for Online ECS 3390	In addition to a confident level of computer and internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements at http://www.utdallas.edu/elearning/students/getting-started.html#techreqs on the Getting Started with eLearning webpage http://www.utdallas.edu/elearning/studentsgetting-started.html. *If you have questions, please ask them well before the date when you need to know how to use the technologies.*
Course Access and Navigation	You can access the course using your UT Dallas Net ID account at https://elearning.utdallas.edu. Please see the course access and navigation at http://www.utdallas.edu/elearning/students/getting-started.html#courseaccessandnav section of the site for more information. To become familiar with the eLearning tool, please see the Student eLearning Tutorials at http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html. UT Dallas provides eLearning technical support 24/7. The eLearning Support Center (http://www.utdallas.edu/elearninghelp) services include a

	toll free telephone number for immediate assistance (1-866-5888-3192), email request service, and an online chat service. You will also have to purchase the online textbook and accompanying materials for this course. The textbook information and instructions are found on page 2 of this syllabus.
Communication	This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the eLearning Tutorials webpage (http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html) for video demonstrations on eLearning tools. Student emails and discussion board messages will be answered per the UT Dallas standard – within 3 working days under normal circumstances.
Distance Learning Student Resources	Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student Accessibility, and many others. Please see the eLearning Current Students page (http://www.utdallas.edu/elearning/students/cstudents.htm) for details.
Server Unavailability or Other Technical Difficulties	UT Dallas is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty that prevents students from completing a time sensitive assessment activity, the professor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the professor and also contact the online eLearning Help Desk at http://www.utdallas.edu/elearninghelp. The professor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.
Preparation for Class	This is a writing and presentation intensive course. Writing, the writing process, and learning how to give professional presentations all take time. You are responsible for managing your time wisely. Remember: this is an asynchronous online class. Each week you may be reading a chapter, completing a timed reading quiz, and doing related assignments required to be turned in through eLearning. Watch your deadlines carefully. Communicate professionally and cooperate, listen, and respect others' opinions, whether face-to-face or virtually.
Email and Communication Outside the Classroom	Each UT Dallas student has an UTDallas.edu email account. The university provides this for all official communication, and students in this class will be required to use their utdallas.edu email account to ensure security of official class and school-related communication. Therefore, **all official email correspondence must go to and come from official UT Dallas email accounts. I will not read or answer email from other ISPs.**

	Review the requirements for professional email in your textbook, M. Schlobohm and C. Ryan, *Business and Technical Communication: A Guide to Writing Professionally,* 4th Ed., Dubuque, IA: Kendall-Hunt Pub. Co., 2023 before sending any email to the professor. Before answering your email, the professor reserves the right to critique your email etiquette so you may improve your email writing.
Sharing Confidential Information	Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty has been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at http://www.utdallas.edu/oiec/title-ix/resources.
UT Dallas Syllabus Policies and Procedures	*The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.* *Please go to http://go.utdallas.edu/syllabus-policies for these policies.*
Talent Release Form	For valuable consideration, I do hereby authorize The University of Texas at Dallas, and those acting pursuant to its authority to: 1. Record my participation and appearance on videotape, audiotape, film, photograph or any other medium; 2. Use my name, likeness, voice, and biographical material in connection with these recordings; 3. Exhibit or distribute such recordings in whole or in part without restrictions or limitation for any educational or promotional purpose, which The University of Texas at Dallas, and those acting pursuant to its authority, deem appropriate; and 4. Exhibit or distribute any written documentation in whole or in part without restrictions or limitations for any educational or promotional purpose, which The University of Texas at Dallas, and those acting pursuant to its authority, deem appropriate. This release shall remain in effect unless revoked in writing. NOTE: This release is required as you will be recording speeches in MS Teams to be submitted into eLearning. Only I will review these files.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Sign your syllabus and post this syllabus signature page in the Unit 1 Assignments on eLearning

Comet Creed
This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

By signing below, I hereby acknowledge that I have read and reviewed this Syllabus and Talent Release Form and additionally agree to abide by the Comet Creed.

Name: _____   UT Dallas Email: _____

Phone No.: _____

Date: _____   Signature: _____