



Course	ECS 2390 Professional and Technical Communication
Professor	Dr. Lindsay Moore
Term	Spring 2025
Email	Lem150330@utdallas.edu OR LEMoore@collin.edu
Class Time	Section 503: Wednesdays 5:30-6:45 pm Section 504: Wednesdays 7:00-8:15 pm
Location	J.O. 4.504

General Core Area 010 Communication

Description: Courses in this category focus on developing ideas and expressing them clearly, 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 RHET 1302 and junior standing

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. Attendance at first class mandatory

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, SE, and TE programs

- A. An understanding of professional and ethical responsibility.
- B. An ability to communicate effectively.

ABET Student Outcomes for the CS Program

- A. An understanding of professional, ethical, legal, security, and social issues and responsibilities.
- B. An ability to communicate effectively with a range of audiences.

Required Textbook

Business and Technical Communication: A Guide to Writing Professionally, Fourth Edition by Maribeth Schlobohm and Christopher Ryan, (2023)

This is an online book that can be purchased at the following site:

<https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0>

Please note that earlier editions of the textbook **may not** be used for the course, as the current edition has a number of changes from previous editions. The online book is required for completion of quizzes.

Instructor Information	<p>Name: Dr. Lindsay Moore</p> <p>Email: lem150330@utdallas.edu and LEMoore@collin.edu</p> <p>Office Hours: as a part-time lecturer, I do not have an office on-campus; however, if you would like to meet with me, please send me an email, and I will meet with you over Teams.</p>
UT Dallas Syllabus Policies and Procedures	<p>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the sections regarding the credit/no credit grading option and withdrawal from class.</p> <p>Please go to http://go.utdallas.edu/syllabus-policies for these policies.</p>
Comet Creed	<p>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:</p> <p>“As a Comet, I pledge honesty, integrity, and service in all that I do.”</p>
Class Recordings	<p>Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct.</p>
Class Materials	<p>The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct.</p>
Required Textbook	<p><i>Business and Technical Communication: A Guide to Writing Professionally</i>, Fourth Edition by Maribeth Schlobohm and Christopher Ryan, (2023).</p> <p>This is an online book that can be purchased at the following site: https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0</p> <p>Please note that earlier editions of the textbook may not be used for the course, as the current edition has a number of changes from previous editions. The online book is required for completion of quizzes.</p>
Scholastic Dishonesty	<p>Procedures used when addressing an issue of academic dishonesty accusation are outlined in the UT Dallas Student Code of Conduct or the Academic Dishonesty website.</p> <p>If students use AI on any assignment, it must be cited. If any assignment is more than 40% AI-generated, students should expect to earn a 0 for the assignment with no possibility of a re-write.</p>

Academic Support Resources	<p>The information contained in the following link lists the University's academic support resources for all students.</p> <p>Please go to http://go.utdallas.edu/academic-support-resources.</p>
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Assignments and Core Values

Grading is based on the UTD Undergraduate Catalog and a 1000-point cumulative scale for points earned from assignments. Grades are awarded as follows:

GRADE	CUMULATIVE GRADE 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

Credit points are awarded based upon the following maximum values per assignment or competency:

ASSIGNMENT	VALUE
Resume and Cover Letter Assignment	125
Policy Memo Assignment	50
Progress Reports (Combined)	75
Team Recommendation report	150
Team Presentation (and Team Collaboration)	100
Proposal (Individual Project)	200
Cross-Cultural assignment	30
Linked Profile/Summary	25
Instruction Critique	25
Final Reflection and Revision	20
Communication Competency/ Professionalism	100
Reading Quizzes	100
TOTAL POINTS	1000

Hybrid Course Modality

This class is categorized as Hybrid, which means that half of instruction time will be completed virtually. This semester, we will be doing a flipped classroom format, which means that you will have

weekly online lectures, readings, quizzes, and discussions to complete prior to class time. Then, in class, we will practice the skills you have learned in online activities.

Attendance

You are expected to attend all classes, read assigned material, actively engage in class, and complete all required assignments. Absences, tardies, and self-dismissals will be reflected in your Communication Competency/Professionalism grade. If you miss more than 2 in-person classes, you may earn an F in the course.

Just as in your future professional lives, you are expected to actively engage in class and conduct yourself professionally. You will be counted absent for excessive use of your cell phone and for sleeping in class.

When collaborating with classmates on projects outside the classroom, students are expected to work with fellow students in a cooperative manner. If issues arise in group work, notify me immediately so that we can work toward a solution. Failure to participate in a team assignment can result in a failing grade on the assignment.

If personal circumstances impact your performance or attendance in class, please contact me to address those circumstances as soon as possible.

Tardiness/ Self Dismissal

Arriving on time for class is a courtesy to your professor and your classmates. You are given one “free” tardy, but any additional tardies are counted as absences.

Unless you have discussed it with me prior to class, if you leave class early without permission, it will be counted as an absence.

Revise and Resubmit Policy

Students have the opportunity to revise and re-submit one major assignment for the semester. The Revise and Resubmit should be a **comprehensive revision** of your original submission. You should think of this as an entirely new draft. The new draft of the assignment will be graded, and the new grade will replace the original grade.

Notes on the Revise and Resubmit

- In order for the assignment to be eligible to revise and resubmit, the assignment must have been submitted on the original due date.
- Students must turn in the original, graded assignment and graded rubric along with the revised one.
- Submission of a Revise and Resubmit is not a guarantee of a higher grade on the assignment.
- Revise and Resubmits are due no later than the last day of class: Wed, May 1.

Late Work

I **do not** accept late work: all assignments are due to eLearning on the assigned due date before the start of class. Similarly, all presentations are to be conducted on the assigned due dates.

Email

Emails to your professor should be regarded as practice in using good correspondence principles. Every email you send should contain a descriptive subject, a greeting, a signature, and correct grammar. Please send emails to lem150330@utd.edu; I do not check emails sent through eLearning.

Accommodations for Student Accessibility

The UT Dallas Office of Student AccessAbility (OSA) provides students with the opportunity to register disabilities, in compliance with the 1972 Americans with Disabilities Act. For more information, visit the office's Web site. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the OSA for a confidential discussion. The University of Texas at Dallas seeks to make reasonable accommodations for students with properly documented disabilities. However, written notification from the OSA is required. If you are eligible to receive an accommodation, please schedule a one-on-one meeting with the instructor.

Course Calendar

	Class Meeting	In Class Agenda	Readings/Video Lectures due before class time	Quizzes (due by class time on Wed)	Assignments Due
Week 1: January 21 – January 26 What is Technical Communication?	Wed, January 21	Introductions Importance of Technical and Professional Communication Chapter 1: Principles of Technical Communication			Introduction due at the end of class time Syllabus Quiz due Sun, 1/26
Week 2: January 27 – February 2 What is Technical Style?	Wed, January 29	Snow Policy Memo Organizing Your Writing Policy Memo Assignment	<i>KH</i> Chapter 2 Audience Watch Style Lecture	<i>KH</i> Chapters 1 and 2 Style Quiz	Policy Memo Part 1 due Sunday, 2/2 at 11:59 pm

<p>Week 3: February 3 – February 9</p> <p>Communication in the Pursuit of Employment I</p>	<p>Wed, February 5 (Census Day)</p> <p>Last Day to Drop without a “W”</p>	Resumes	<p><i>KH</i> Chapter 3: Gaining, Retaining, and Advancing Employment</p> <p>Watch Design Lecture and Using Microsoft Word Basics demo</p>	<p><i>KH</i> Chapters 3 and 6 Quizzes</p>	<p>Policy Memo Part II due at class time</p> <p>Rough Draft of Design Resume due Sun, Feb 9</p>
<p>Week 4: February 10 – February 16</p> <p>Communication in Pursuit of a Job Part II</p>	<p>Wed, February 12</p>	Job Letters and Linked In Workshopping	Watch LinkedIn and Interviewing Lecture		<p>Job Letter draft due at the beginning of class time</p> <p>Peer Workshop your partner’s materials due Sun, 2/16</p> <p>Begin working on your LinkedIn account/ picture</p>
<p>Week 5: February 17 – February 23</p> <p>Workplace Correspondence</p>	<p>Wed, February 19</p>	LinkedIn and Social Media	<p>Chapter 7: Telephone, Text Messaging, Email, Letters, and Memos</p> <p>Chapter 4: Social Media and Intellectual Property</p>	<p><i>KH</i> Chapter 7 and 4 Quizzes</p>	<p>Resume and Cover Letter Final Draft due at class time</p> <p>LinkedIn Account set-up and Summary due Sunday, 2/23</p>
<p>Week 6: February 24 – March 2</p> <p>Cross-Cultural Assignment</p>	<p>Wed, February 26</p>	Cross- Cultural Audiences	Cross-Cultural lecture	Cross-Cultural lecture Quiz (e-learning)	Cross-Cultural Assignment due Sunday, 3/2 at 11:59 pm

Week 7: March 3 – March 9	Wed, March 5	Instructions	Online Readings: Instructions and Documentation Writing Instructions and Procedures	Instructions Quiz	Instructions Assignment due Sun, 3/9
Week 8: March 10 – March 16 <i>Midterm Grades due March 15</i>	Wed, March 12	Choosing Teams Overview of Report Assignments Team Feasibility Report Assignment	Chapter 5: Working in Teams Chapter 8: Reports, Proposals, White Papers	<i>KH</i> Chap. 5 and 8 Online lecture: Working in Teams and Progress Reports	Team Charter Assignment due at the end of the day, 3/12 Topic Choices and Plan of Work due at the end of the day, 3/16
Week 9	March 17 – March 23: Enjoy your Spring Break!				
Week 10: March 24 – March 30	Wed, March 26	Team Work Day 1	Chapter 9: Document and Supplemental Documents	<i>KH</i> : Chapter 9	Progress Report due Sunday, 3/30 at 11:59 pm
Week 11: March 31 – April 6	Wed, April 2	Team Work Day			Progress Report 2 due Sunday, 4/6 at 11:59 pm
Week 12: April 7 – April 13	Wed, April 9	Workshopping Reports Conferences with Dr. Moore			Rough Draft of Team Report due at Class Time Peer Workshop of Team Reports 1 and 2 due Sunday, 4/20 at 11:59 pm
Week 13: April 14 – April 20	Wed, April 16	Team Work Day 4: Finish Report and Plan Presentation	Presentation Online Lecture <i>KH</i> : Chapter 10 Sign-up for Presentation Times	<i>KH</i> : Chapter 10	Team Report Project due at the beginning of class

Week 14: April 21 – April 27	Wed, April 23	Proposal Assignment Team Presentation	Online Reading: Writing Reader- Centered Proposals	Proposal Reading Quiz	Team Presentation Slides due at the beginning of class on 4/23 Team Evaluations due by 4/27 Proposal Topics due Sunday, 4/27
Week 15: April 28 – May 4	Wed, April 30	Proposal Work Day Team Presentation Reflection Assignment			
Week 16: May 5 – May 9 Last Day of Classes is May 9	Wed, May 7	Proposal Work Day Teams Presentations	Teams 3-4 Presentation Online lecture: Reflection Assignment		Proposal Rough Drafts due at Class Time Proposal Peer Workshops due Friday at 11:59 pm Revise and Resubmit due by 5/7 at the end of class Reflection Assignment due by 5/9 at 11:59 pm
Final Exam Week: May 12 – May 16	Final Proposal Assignment due to eLearning by Wed, May 14 at 11:59 pm				

