Professor Contact Information

Office Phone   972-883-2188

Other Phone   Microsoft Teams

Email Address   Christopher.ryan@utdallas.edu

Office Location   JO 3.901 and online through Microsoft Teams

Office Hours   I am most available following my three classes on Tuesdays and Thursdays from 12:45 p.m. to 2:00 p.m. (after my three class sections that begin at 8:30 a.m. on those days), from 10:00 a.m. to 1:00 p.m. on Wednesdays, and other days and times by appointment. I expect, however, to be available most weekdays (including Mondays and Fridays) throughout the semester to meet in Teams or to respond to email messages. Because I serve on committees and oversee all sections of ECS 2390, I may have schedule conflicts sometimes with my office hours, so it is best to check my availability in advance whenever possible. In short, please call or email me to ensure that I will be available when you want to meet.

Grading Instructors   *Assignments: (Grading assignments will be determined after the add/drop deadline.)*

Student last names A: Chris Ryan, Ph.D.;
christopher.ryan@utdallas.edu

Students last names B – Mai: Liz Lambert, M.A.;
Elisabeth.Lambert@UTDallas.edu

Student last names Me - Z: Patricia Stout, Ph.D.;
Patricia.Stout@UTDallas.edu

Note: All low-impact assignments and questions pertaining to your grade should be addressed to your assigned grader. When corresponding with me, please include your section number in the subject line of your messages.

Course Modality and Expectations

Instructional Mode	Remote (synchronous, online in Microsoft Teams)
Course Platform	Microsoft Teams
Expectations	I expect that students will participate throughout the semester. This means attending and contributing to class discussions online, synchronously. Students should have a working device to connect to Teams with a camera and microphone to participate in classes.
Asynchronous Guidelines	This is a synchronous course, so asynchronous guidelines do not apply.

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, Co-requisites, & 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. Attendance at first class mandatory.
Required Texts & Materials	Textbook: Business and Technical Communication: A Guide to Writing Professionally, Fourth Edition by Maribeth Schlobohm and Christopher Ryan. Copyright 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

Suggested Texts, Readings, & Materials	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. Internet connectivity is a requirement for the course in normal times, but especially because this section will meet synchronously in Teams. The course uses eLearning, which you should check frequently. Reliable connectivity is necessary for class preparation, submission of assignments, work on group projects, and class participation. All assignments that are to be submitted through eLearning must be submitted via eLearning for credit. (Submitting assignments via e-mail is only acceptable if there is a problem with the eLearning system. Otherwise, submission of major assignments by any other method for work that is assigned to be submitted through eLearning will not be accepted and will result in a grade of zero.) <u>Assignments should be submitted in MS Word files (not pdf, .odt, etc.)</u> so that grading comments and edits can be tracked.
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 (Engineering Accreditation Commission)
a) An understanding of professional and ethical responsibility.
b) An ability to communicate effectively.

For the CS program (Computing Accreditation Commission)
a) An understanding of professional, ethical, legal, security, and social issues and responsibilities.
b) An ability to communicate effectively with a range of audiences.

Assignments & Academic Calendar
The schedule for class topics, readings, and assignments (aside from low-impact assignments, which are like homework and will be provided in class) is as follows (and please be aware that all chapter readings are expected to be completed <u>before</u> each class on the dates the chapters are assigned. Additionally, chapter quizzes must be completed before class on the day the chapter topic is to be covered in order to get credit for the quiz. For example, Chapter 1 is to be read before class on January 23, and the quiz should be completed in the online textbook prior to class on that same date.):

<u>January 21</u>
Introduction of syllabus, textbooks, students, and instructor
Importance of professional and technical communication

<u>January 23</u>
Technical communication
Reading and Quiz: Chapter 1 (Principles of Technical Communication)
Send instructor signed copy of syllabus last page or email acknowledging having read it.

<u>January 28</u>
Ethical considerations

<u>January 30</u>
Audience
Reading and Quiz: Chapter 2 (Audience)

<u>February 4</u>
Cross-cultural audiences
No reading assignment

<u>February 6</u>
Correspondence
Reading and Quiz: Chapter 7 (Telephone, text Messaging, Email, Letters, and Memos)
Submit Cross-cultural assignment

<u>February 11</u>
Communication in the pursuit of employment (part I)
Reading and Quiz: Chapter 3 (Gaining, Retaining, and Advancing Employment)

<u>February 13</u>
Communication in the pursuit of employment (part II)
No reading assignment

<u>February 18</u>
Working in teams
Reading and Quiz: Chapter 5 (Working and Writing Collaboratively)
Select teams for team project
Submit Cover Letter and Resume assignment

<u>February 20</u>
Introducing yourself and building your network/Elevator Pitches
No reading assignment

February 25
Reports & Proposals
Reading and Quiz: Chapter 8 (Reports, Proposals, and White Papers)

February 27
Instructive communications
Reading and Quiz: Chapter 9 (Stand-alone and Supplemental Documents)

March 4
Design
Reading and Quiz: Chapter 6 (Document and Presentation Design)
Submit Process Description assignment.

March 6
Presentations
Reading and Quiz: Chapter 10 (Presentations)

March 11
Presentations, part 2
No reading assignment

March 13
Social media
Reading and Quiz: Chapter 4 (Social Media and Intellectual Property) – Last chapter reading

March 18 and March 20
No classes; Spring Break

March 25
Write individual project proposals
Submit Team Feasibility Report assignment (one member per team responsible for uploading)

October 27
Presentation practice: Individual project proposal presentations

April 1
Team Presentations
All team members submit slides

April 3
Team final status reports

April 8
Individual Report draft reviews; Review rough draft of Recommendation Report
Submit draft to grader one day prior.

April 10
Individual Report draft reviews; Review rough draft of Recommendation Report
Submit draft to grader one day prior.

<u>April 15</u>
Individual Report draft reviews; Review rough draft of Recommendation Report
Submit draft to grader one day prior.

<u>April 17</u>
Individual Report draft reviews; Review rough draft of Recommendation Report
Submit draft to grader one day prior.

<u>April 22</u>
Personal statements
Submit Individual Recommendation Report assignment (all students, regardless of presentation date)

<u>April 24</u>
Presentation activity

<u>April 29</u>
Individual presentations. (Post slides in eLearning prior to class on day you present.)
Submit Final Reflection and Revision assignment.

<u>May 1</u>
Individual presentations. (Post slides in eLearning prior to class on day you present.)

<u>May 6</u>
Individual presentations. Post slides in eLearning prior to class on day you present.)

<u>May 8</u>
Individual presentations. (Post slides in eLearning prior to class on day you present.)
End of course.

Course Policies

Grading
Assignment and Grade Values
Grading is based on the UTD Undergraduate Catalog and a 1000-point cumulative scale for points earned from assignments. Grades are awarded according to the grids on the following page.

Grade	Cumulative Credit Points
A+	970-1000
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
Cross-cultural assignment	80
Cover Letter and Resume assignment	85
Process Description assignment	85
Team Feasibility Report assignment	100
Team Presentation	100
Individual Recommendation Report assignment	125
Individual Presentation assignment	125
Final Reflection and Revision assignment	100
Quizzes	100
Minor/Low Impact assignments and Communication Competency	100
TOTAL POINTS	**1000**

Note: Students must complete and submit major assignments (Team Recommendation Report and Individual Feasibility Report) and complete the Team and Individual Presentations to pass the course.

Quizzes

Quizzes must be completed via the online textbook for each chapter <u>prior to the beginning of class on the date the chapter is scheduled to be discussed</u>. The results are posted in the online book, not in eLearning. Quizzes completed late result in a grade of 0.

Class Attendance
Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Students will be allowed to miss up to two classes without penalty. More than two absences weigh into the communication competency grade. Of course, if you are ill or have an important reason to miss class, please contact me and copy your grader in advance whenever possible.

Class Participation

Regular class participation is also expected, even in this synchronous, online modality. Again, students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class and figures into the communication competency along with attendance and low-impact (homework) assignments. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures. Class participation is documented by faculty. I expect that you will enable your camera any time you speak in class. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility 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 Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor will record meetings of this course. Any recordings will be available in Microsoft Teams to all students registered for this class, as they are intended to supplement the classroom. Watching a recording of a class is not a substitute for attending live; attendance will be recorded for all class sessions. There will never be a need to ask what was covered in class, because you may view the recording of that day's session.

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility 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 Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Original Work

UTD has a no-tolerance policy for plagiarism, copyright infringement, or scholastic dishonesty (including missing citations). If you do not cite your sources with in-text and end-of-text citations in the format required by the assignment's style guide, if you include direct quotes without quotation marks, or if you publish someone else's work without permission, your work will be referred to UTD's Office of Community Standards and Conduct for investigation.
Abide by UTD's Student Code of Conduct. Be sure to review: UTD's Standards for Academic Integrity, UTD's Student Policies, UTD's Examples of Academic Dishonesty, and the UTD Student Code of Conduct for information and examples.

The use of AI is considered plagiarism and scholastic dishonesty. I am aware of the developing AI technology but know that technology is not neutral. As a college student, you are here to develop your knowledge and skills; AI cannot do that for you. The submission of AI-generated work as your own will be considered a violation of the college' academic integrity policy and placed in the institutional process for plagiarism. All work submitted by you must be your work.

Make-up Exams	No exams will be given, so no make-ups are necessary. Quizzes will be given for chapter readings and should be completed prior to the class session in which the chapter is covered.
Extra Credit	No extra credit will be offered or granted. Please do not request extra credit. The time to earn points is when assignments are due.
	All assignments are due on the assigned date. Similarly, all presentations are to be conducted on the assigned dates. If the date for your presentation or any deliverable is a problem, you must notify me as soon as possible so that we can address the situation

Late Work	and consider any alternatives. Do not request a new date and time for a presentation on the day your presentation is scheduled or any time thereafter. You will receive a zero for your grade if you are not able to submit your presentation on time. Be aware of your due date for presentations; any confusion over dates that lead to a late submission will be subject to the late submission policy (covered in the following paragraph). Similarly, no requests for late submissions of assignments should be made on the day the assignment is due or any day after. Late submissions for written work will receive a 33% deduction if submitted within 24 hours of the deadline. Another 33% (for a total of 66%) deduction will be applied if submitted between 24 hours and 48 hours after the deadline. After 48 hours, no credit will be given for the assignment. The time posted in eLearning will serve as the official time of submission. (In instances in which the assignment must be submitted in email, the email time stamp will serve as the official time of submission.) Incorrect attachments will be evaluated as final submissions, unless alternative submissions are made to the instructor or grader via UTD email prior to the assignment's deadline. Any work on eLearning that is in progress and is not fully submitted will not count as a submission; make sure you complete the submission process. If class is canceled for any reason, including inclement weather, the posted assignment due date is still the deadline for the assignment unless otherwise noted by the instructor. Please also note that seconds, minutes, or hours late all qualify as being late. Build in sufficient time when submitting assignments to ensure that the eLearning posted time is prior to the deadline.
Special Assignments	No special assignments are anticipated.
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 circumstances when they arise. Initiating the conversation late 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. As noted already, late or incomplete assignments will be penalized 33% of the grade value for each 24-hour period following the assignment deadline. After 48 hours, an assignment that has not been submitted will receive a score of 0. The eLearning time stamp serves as the arbiter of whether an assignment is submitted on time or late. In cases where assignments must be submitted via email, the email message time stamp will be used to determine timeliness.
Classroom Citizenship	Students are expected to operate in the virtual classroom in a civil and professional way. Similarly, when working with classmates on projects outside the classroom, students are expected to work with fellow students in a cooperative manner.
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.*
AccessAbility	The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the Office of Student AccessAbility, located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: studentaccess@utdallas.edu and website is https://studentaccess.utdallas.edu . To receive academic accommodations for this

| | class, please obtain the proper Office of Student AccessAbility letter of accommodation and meet with me at the beginning of the semester. |

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

ACKNOWLEDGMENT:

Please acknowledge that you have received and reviewed this syllabus by emailing your instructor, noting that you have read and understood the syllabus.