

## **ECS 2390 Syllabus**

### **Course Information**

<i>Course Number/Section</i>	ECS 3390 – 0H3
<i>Course Title</i>	Professional & Technical Communications
<i>Term</i>	Fall 2025

### **Professor Contact Information**

<i>Professor</i>	Melissa Hernandez-Katz, PhD
<i>Office Phone</i>	972-883-6672
<i>Email Address</i>	mhkatz@utdallas.edu
<i>Office Location</i>	JO 3.542
<i>Office Hours</i>	By appointment M-F (email for time) I can meet in person or via TEAMS
<i>Other Information</i>	I check email at least once between 9 am – 3 pm Monday-Friday Please allow 48 hours for a response. If you email over the weekend please allow until the next business day to respond to you. I expect professionalism in all correspondence. You may also contact me through MS TEAMS chat. Same response timelines apply to TEAMS Chat.

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### **Required Textbooks and Materials**

#### *Required Texts*

The book used for this class is listed below. It is only available on-line. This is where the quizzes are available. More detailed instructions can be found on the course homepage in E-Learning.

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

**The online book is where the quizzes are located. This is the only place available for quizzes.**

### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

RHET 1302 Need computer access

### **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.

### **Student Learning Objectives/Outcomes**

Student outcomes reflect if you (the student)

- Fulfill learning objectives for the class and complete course assignments with excellence.
- Employ rhetorical strategies that develop logical arguments.
- Support your ideas and arguments with analysis and evidence from credible, cited sources.
- Use correct mechanics and strong style and structure. Edit and proofread all documents.
- Manage your time effectively to meet deadlines.
- Ethically present information, address copyright, and correctly cite resources.
- Present yourself professionally in all communication and respect your classmates and instructor.

**General Core Area 010 Communication**

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.

<i>Core Objectives</i>	<i>Application</i>
Critical Thinking (CT)	Include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
Communication (COM)	Include effective development, interpretation, and expression of ideas through written, oral, and visual communication
Teamwork (TW)	Include the ability to consider different points of view and work effectively with others to support a shared purpose or goal
Personal Responsibility (PR)	Include the ability to connect choices, actions, and consequences to ethical decision-making

**ECS2390 is designed to help you achieve the following:**

- *Enhance credibility* through communication that adheres to professional norms.
- *Adapt tone and voice* to different purposes, situations, and audiences.
- *Develop arguments* with front-loaded claims and appropriate and persuasive evidence.
- *Apply principles of visual rhetoric* to relay data and to enhance message effectiveness.
- *Collaborate* in a team to research, plan, and present information.
- *Research, draft, and edit documents* that adhere to technical and professional standards.
- *Prepare and present organized speeches* with appropriate verbal and nonverbal delivery.
- *Cite sources* in IEEE citation style.

**ABET Student Outcomes**

The following outcomes align with accreditation requirements:

<i>Programs</i>	<i>Student Outcomes</i>
BE, CE, EE, ME, SE and TE Programs (Engineering Accreditation Commission)	<ul style="list-style-type: none"> <li>• Understanding of professional and ethical responsibility</li> <li>• Ability to communicate effectively</li> </ul>
CS Program (Computing Accreditation Commission)	<ul style="list-style-type: none"> <li>• Understanding of professional, ethical, legal, security, and social issues and responsibilities</li> <li>• Ability to communicate effectively with a range of audiences</li> </ul>

**Technical Requirements**

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 on the [Getting Started with eLearning](#) webpage.

**Course Access and Navigation**

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage. UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance, email request service, and an online chat service.

### **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 [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

### **Distance Learning Student Resources**

Online students have access to resources including the McDermott Library, Academic Advising, the AccessAbility Resource Center, and many others. Please see the [eLearning Current Students](#) webpage for more information.

### **Server Unavailability or Other Technical Difficulties**

The University 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 which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

### **Class Materials**

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](#).

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### **Class Attendance**

Please treat this class as a job. Attend class and team meetings. Be punctual; tardiness interrupts class is disrespectful to your classmates.

UTD excuses absences for a student to observe a religious holy day in a place of worship that is exempt from property tax under Section 11.20, Texas Code Annotated. The student must notify the instructor before the holiday and must submit missed work before the absence. If a student and instructor disagree about an absence related to a religious holy day, either party may request a ruling from the institution, who will consider the legislative intent of TEC 51.911(b).

UTD also excuses absences with documentation due to medical emergencies involving a student (hospitalization) or the student's immediate family.

In the event of a death in the family you will need to contact the Dean of Students who will be able to assist you with what you need to notify professors of your absence.

## COURSE MODALITY AND EXPECTATIONS

<b>Instructional Mode</b>	In person / E-Learning
<b>Course Platform</b>	All tools are UTD approved. <b>Follow UTD policies and maintain security of all UTD passwords.</b> Tools include <ul style="list-style-type: none"><li>• <a href="#">eLearning</a> and MS Stream for course materials</li><li>• Online tools—UTD email &amp; Teams .</li></ul>
<b>Expectations</b>	Students are required to follow all course standards in this syllabus as well as all <a href="#">UTD policies and guidelines</a> .

You may not publish, reproduce, or share any course materials or recordings without instructor or UTD administration approval; reproduction or sharing of any course materials is a violation of the [UTD Student Code of Conduct](#).

*To succeed,*

- Check email daily and read weekly announcements.
- Read all course materials and complete reading quizzes on textbook Website.
- Complete assignments on time and with excellence and submit per instructions.
- Engage with your team.
- Communicate with your instructor if you have questions.

### Class Participation

Regular class participation is expected. 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 through in class 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. 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](#).

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### Class Recordings

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](#).

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. 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.

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## Grading Policy

### ASSIGNMENTS

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ECS 2390 is a 3-hour college course. Some weeks may just be reading and taking the quiz, other weeks may involve several writings and readings. Planning ahead is key to making sure you are not submitting an assignment last minute. Assignments are due at the start of class through Turn It In in E-Learning unless noted otherwise.

#### **Job/Internship Related**

Resume	100
Interview Questions (Quinnia)	100

#### **Team Related**

Report (1 person from group submit )	100
Presentation	100
Evaluation	100
Instructions	50

#### **Individual Assignments**

Quizzes (10 x 5)	50
In Class participation	25
Individual Presentation- Teach Me Something	100
Individual Proposal	100
Feedback to Classmates	75

#### **Discussion Boards**

4 Discussion Boards (4 x25)	100
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### **GRADING AND CALENDAR**

Grades are posted in E-Learning, and the instructor seeks to deliver grades within 2 weeks. If you are missing a grade, you are responsible to contact the instructor promptly. **I will not accept missing grades or assignments at the end of the semester.**

- A—Outstanding work that meets all objectives in strength and analytical value and with excellence and integrity (These students manage their time well, read course materials, and submit work with cited support and strong writing and design.)
- B—Satisfactory work (These students accomplish the course objectives well but may have missed work or struggled in some element of the course.)
- C—Average work that fulfills course requirements but that contains issues that decrease the student's effectiveness or indicate limited understanding (These students struggle or fulfill the work but with issues in more than one elements of the course.)
- D—Subpar work that contains numerous issues and does not meet course objectives. (These students need to repeat the course; they need additional help to fulfill the course objectives.)
- F—Unacceptable or missing work (These students do not complete coursework that meets UTD or professional standards or they missed work in the course.)

Students receive grades according to the following (standard UTD) scale of 1000 points:

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<del>970-1000</del> A+	930-969 = A	900-929 = A-
870-899 = B+	830-869 = B	800-829 = B-
770-799 = C+	730-769 = C	700-729 = C-
670-699 = D+	630-669 = D	600-629 = D-
0-599 = F		

Grades are calculated per the above scale **with no rounding**. Grades are *earned* rather than given.

### **Grade Disputes**

You are required to wait 24 hours before contacting me to dispute an assignment grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with **specific examples that demonstrate** that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within five days of receiving your grade, you also forfeit your right to a grade dispute.

### **Course Policies**

#### ***Make-up exams***

There are no exams in this course

#### ***Extra Credit***

You may earn 10 points by completing a certificate through Linked In Learning. The certificate should center around communication, working in a team, presentations. Everyone has access to this through the library at the following: <https://library.utdallas.edu/utdlynda/>

You will need to create an account. Once you complete a certificate you can download the certificate and submit through Turn It In. You may complete up to 2 certificates for up to 20 points total extra credit. These must be submitted by the last day of class.

#### ***Late Work***

Allow at least 1 hour for submission. You must submit work by deadlines for credit; late work will be assigned a zero (0), unless you are hospitalized or you lose a family member. (Inform the instructor immediately if you are experiencing loss or hospitalization.) Students experiencing difficult life circumstances may be encouraged to pursue non-academic withdrawal.

#### **Golden Ticket**

Sometimes things happen and you miss a deadline or maybe totally misunderstand expectations on an assignment. If that happens you can use the Golden Ticket.

- Presentations, In-Class Activities, Team Report are not eligible for the Golden Ticket
- You must submit the assignment to me printed. Write your first & last name and time of class on back of assignment
- You have one Golden Ticket to use in the semester. If you use this option, you will not lose points for late work or any percentage of points.
- Use this option by the end of Week 9

#### ***Classroom Citizenship***

In this classroom, we believe in fostering a community of learners who contribute positively to our shared educational experience. We value respect, responsibility, and collaboration, and we commit to upholding the following principles:

1. **Respect for Others:** We recognize and appreciate the diverse perspectives and backgrounds of our classmates and professor. We treat each other with kindness, empathy, and courtesy. We actively listen to others and consider their opinions and ideas.
2. **Respect for Learning:** We understand the importance of creating an environment conducive to learning. We come to class prepared, ready to engage in discussions, and actively participate in activities. We value our education and demonstrate a commitment to our academic responsibilities.
3. **Responsibility:** We take responsibility for our own learning and behavior. We complete assignments on time, seek help when needed, and actively participate in class discussions and activities. We also take care of our classroom materials and maintain a clean and organized learning space. (Clean up after yourself)
4. **Collaboration:** We recognize the power of collaboration and teamwork. We work cooperatively with our peers, sharing ideas and supporting each other's learning. We understand that everyone has unique strengths, and we celebrate our collective achievements. Should issues come up we agree to discuss and seek our professors assistance if needed.
5. **Open Communication:** We encourage open and honest communication. If we have concerns or questions, we express them respectfully and seek solutions together. We value feedback from our teacher and peers as an opportunity for growth.

### 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.”*

### UNIVERSITY AND COURSE POLICIES

Visit the [UTD Syllabus Policies](#) webpage for all UTD policies and procedures. The following are policies highlighted specifically for this course. In addition to [UTD policies and guidelines](#), students will abide by the following course policies.

#### *References, Copyright, and Plagiarism*

The copyright law of the United States governs reproduction of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights, and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes “fair use” under the Copyright Act. As a UTD student, you are required to follow [The UT System's intellectual property policy](#).

UTD has a no-tolerance policy for plagiarism, copyright infringement, or scholastic dishonesty (including missing citations), and academic work requires citations. *If you do not cite sources in every assignment with in-text and end-of-text citations using IEEE citation format (or an alternative with consent), 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.*

#### [AI/Chat GPT statement](#)

While we will use AI to do some tasks in class, the primary use of AI is considered scholastic dishonesty except when listed as allowed by the me. As a professor, 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's academic integrity policy and placed in the institutional process for plagiarism. All work submitted by you must be your work. I believe you can complete all work in the class successfully. Believe

**If I find a document that AI was used improperly you will be reported to the Academic Committee.**

Visit **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.

### **Academic Support Resources**

The information contained in the following link lists the University's academic support resources for all students.

Please go to [Academic Support Resources](#) webpage for these policies.

#### *Accommodations from the UTD Office of Accessibility Resource Center*

UTD seeks to make reasonable accommodations for students with properly documented disabilities. However, written notification from the ARC is required. If you are eligible to receive an accommodation, schedule an appointment with the instructor. The UTD ARC works with students to register disabilities, in compliance with the 1972 Americans with Disabilities Act. For more information, visit [the ARC's Website](#) or contact the ARC's for a confidential discussion.

### **Title IX and Student Safety and Confidentiality**

UTD is committed to eliminating IX issues and creating a safe environment. Students who are victims of harassment, sexual misconduct, domestic violence, or stalking are encouraged to report these incidents to the UTD Police Department at 972.883.2222 or to the Title IX Coordinator at 972.883.2218.

*Students considering sharing personal information must understand that faculty members and teaching/research assistants are required by UTD policy to report information about sexual misconduct to the UTD Title IX Coordinator.* If you experience sexual assault, harassment, or misconduct and you report the situation to me, I am available to meet with the Title IX Coordinator with you to provide support.

Students who wish to confidentially discuss incidents related to sexual harassment or misconduct should contact one of the following resources:

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<i>Resource</i>	<i>Contact Method</i>
UTD Student Counseling Center	972.883.2527 after hours 972.UTD.TALK or 972.883.8255
UTD Basic Needs Center	972.883.8255
Timely Care	<a href="https://timelycare.com/utdallas/">https://timelycare.com/utdallas/</a>

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### **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 review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.

1	Readings	Activities (In Class)	Assignments Due at start of class time on Turnitin.com unless otherwise noted
<b>Week 1 August 27<sup>th</sup></b>	<b>Readings:</b> Chapter 1 Principles of Professional and Technical Communication	Welcome Go over syllabus, expectations of class, introductions Use of AI in work	<ul style="list-style-type: none"> <li>• <b>Chapter Quiz 1</b> (Quizzes are in your eBook) – you can complete this in Week 2</li> </ul>
<b>Week 2 September 3<sup>rd</sup></b>	Chapter 3 Gaining, Retaining, & Advancing Employment Chapter 4 Social Media & Intellectual Property	Will discuss interview techniques and interview questions	<ul style="list-style-type: none"> <li>• <b>Chapter 3 &amp; 4 quiz</b></li> <li>• <b>Discussion board over AI due by 11:59 PM</b></li> </ul>
<b>Week 3 September 10<sup>th</sup></b>	Chapter 5 Working & Writing Collaboratively	Will break into your groups. Begin to discuss your group project	<ul style="list-style-type: none"> <li>• <b>Chapter 5 Quiz</b></li> <li>• <b>Discussion Board post due by 11:59 PM</b></li> </ul>
<b>Week 4 September 17<sup>th</sup></b>	<b>Readings:</b> <b>Chapter 7 Telephone, Text, Email, and Letters &amp; Memos</b>	Go over proper etiquette of texts, emails, letters, memos	<ul style="list-style-type: none"> <li>• <b>Chapter 7 Quiz</b></li> </ul>
<b>Week 5 September 24<sup>th</sup></b>	<b>Readings:</b> Chapter 2 Audience	Discuss different audience types including how culture plays into knowing your audience	<ul style="list-style-type: none"> <li>• <b>Chapter 2 Quiz</b></li> </ul>
<b>Week 6 October 1<sup>st</sup></b>	<b>Readings:</b> <b>Chapter 6 Document, Poster and Presentation Design</b> Chapter 10 Presentations	How to make sure that the charts and graphs used in a report and presentation are correct  Will discuss do's & don'ts of presentations Go over upcoming Individual presentations	<ul style="list-style-type: none"> <li>• <b>Chapter 6 &amp; 10 Quiz</b></li> </ul>
<b>Week 7 October 8<sup>th</sup></b>	<b>Readings:</b> Chapter 8 Reports, Proposals, and White Papers	Formatting of Reports, Proposals. Discuss writing Instructions	<ul style="list-style-type: none"> <li>• <b>Chapter 8 &amp; 9 Quiz</b></li> <li>• <b>Instruction Day in Class</b></li> </ul>

	Chapter 9 Stand Alone & Supplemental Documents apers		
<b>Week 8 October 15<sup>th</sup></b>	TBD		•
<b>Week 9 October 22<sup>nd</sup></b>	<b>Teach Me Something Presentations</b>	8 students will present	<ul style="list-style-type: none"> <li>• <b>Students not presenting will provide feedback to those presenting and turn in at end of class</b></li> <li>• <b>Resume assignment due by 11:59 PM</b></li> </ul>
<b>Week 10 October 29<sup>th</sup></b>	<b>Teach Me Something Presentations</b>	8 students will present	<ul style="list-style-type: none"> <li>• <b>Students not presenting will provide feedback to those presenting and turn in at end of class</b></li> </ul>
<b>Week 11 November 5<sup>th</sup></b>	<b>Teach Me Something Presentations</b>	5 students will present	<ul style="list-style-type: none"> <li>• <b>Students not presenting will provide feedback to those presenting and turn in at end of class</b></li> </ul>
<b>Week 12 November 12<sup>th</sup></b>	<b>Team Presentations</b>	3 Teams will present	<b>Each team presenting needs to have one person submit their presentation through the TEAMS channel before the start of class.</b>
<b>Week 13 November 19<sup>th</sup></b>	<b>Team Presentations</b>	2 Teams will present	<ul style="list-style-type: none"> <li>• <b>Each team presenting needs to have one person submit their presentation through the TEAMS channel before the start of class.</b></li> <li>• <b>Peer Evaluations due Nov. 19th 11:59 PM via Turn It In</b></li> <li>•</li> </ul>
<b>Week 14 November 26<sup>th</sup></b>	<b>No Class Fall Break</b>		
<b>Week 15 December 3<sup>rd</sup></b>	<b>TBD</b>		<ul style="list-style-type: none"> <li>• <b>Last day for Extra Credit LinkedIN Learning certificates by start of class</b></li> </ul>

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