



## COURSE SYLLABUS—Fall 2025



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<b>Course</b>	<b>ECS 2390 Professional and Technical Communication</b>
<b>Section</b>	0h9
<b>Instructor</b>	Dr. Shivika Mathur
<b>Meeting Time/Room</b>	<b>Friday, 8:30am - 9:45am, FN 2.204</b>

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***Welcome to ECS 2390 Professional and Technical Communication!*** This course is more than a requirement—it's an opportunity to grow professionally, learn marketable skills that will serve you throughout your academic and professional life. Whether you are writing a technical report or a proposal, negotiating with clients or getting interviewed, designing a resume or slides for a team presentation, you will learn to communicate confidently, ethically, and purposefully.

### Instructor's Contact Information

Office Hours	Mon:12:00 pm-1:00 pm Wed: 11:30 am-12:30 pm Fri: 10:00 am-11:00 am Please feel free to drop in or to set up an appointment by contacting me. If these hours don't work for you, please let me know and we can setup virtual appointment. When corresponding with me through email, please include your section number in the subject line of your messages.
Email Address	<a href="mailto:shivika.mathur@utdallas.edu">shivika.mathur@utdallas.edu</a>
Office Location	ATC 2.513

## Course Modality and Expectations

Course Mode: Hybrid	We will meet in-person face to face in assigned classroom on the scheduled class time. Outside of class meetings, students will use eLearning to submit their work on the course. There is no online class.
Expectations	Review and follow the course standards given in this syllabus as well as in the UTD policies and guidelines.

**Required 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>

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.

## 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 effectively in a variety of professional and academic settings.

### Core Objectives:

Critical Thinking (CT)	Communication (COM)	Teamwork (TW)	Personal Responsibility (PR)
Creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.	Building skills of effective argument, interpretation, and expression of ideas through verbal, aural, written, and visual literacy for communication appropriate to the subject, occasion, and audience.	Ability to consider different points of view and to work effectively with others towards a shared purpose or goal.	Ability to connect choices, actions, and consequences towards ethical and purposeful decision-making.

### **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.

### **ECS 2390 Course Information**

<b>Pre-requisites/ Co-requisites, &amp; other restrictions</b>	RHET 1302
<b>Course Description</b>	ECS 2390 aims at building and expanding students' professional communication skills in business and technical contexts by focusing on writing, speaking, presenting and team management skills. Written assignments focus on creating professional technical documents, such as proposals, memos, Block letters, reports and resume. Presentation assignments emphasize planning, preparing and delivering dynamic, informative and persuasive powerpoint presentations.
<b>Required Text</b>	<p><i>Business and Technical Communication: A Guide to Writing Professionally, Fourth Edition</i> by Maribeth Schlobohm and Christopher Ryan. Copyright 2023. This is an online book that can be purchased at the following site:</p> <p><a href="https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0">https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0</a></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. <b>The online textbook is required for completion of quizzes that form a significant part of the total grade.</b></p>
<b>eLearning</b>	This course uses eLearning to provide access to syllabus, assignment submissions, grades, discussion board activities, all course related

	<p>announcements and to record student participation in the course.</p> <p>Reliable internet connectivity is necessary for submission of assignments and discussion board participation. All assignments are to be submitted through eLearning for credit.</p>
<b>ECS 2390 Course Learning Outcome</b>	<b>Relevant Assignments</b>
1. Students will be able to write persuasively with credibility using different genres of communication that adhere to professional and ethical norms. (CT, COM)	Process Description, Feasibility Report, Proposal, Cover Letter, Memo
2. Students will be able to adapt their writing to different purposes, and audiences in a professional context.(CT, COM,PR)	Cross Cultural Memo, Block Letter writing, Cover letter, Resume
3. Students will be able to develop arguments with claims and appropriate evidence. (CT, COM)	Feasibility report, Recommendation report, Proposal Writing
4. Students will be able to integrate research from primary and secondary sources, use visual rhetoric to enhance message effectiveness. (CT, COM,TW, PR)	Team feasibility Report, Team and Individual Presentations through powerpoint
5. Students will be able to collaborate in team to research, plan, and present information. (TW)	Team Feasibility Report and Team Presentation
6. Students will be able to prepare organized speeches and present them with appropriate verbal and nonverbal conventions. (CT, COM, TW, PR)	Team and Individual Presentation, Final Reflection and Revision



### **To succeed in ECS 2390:**

1. Read the assigned chapters and complete quizzes in the required textbook. Participate in low-impact writing tasks assigned in every class meeting.
  2. Keep the syllabus handy to stay informed of course schedule and deadlines.
  3. Check the course-related announcements/ after-class reminders regularly on elearning and email.
  4. Attend class meetings and participate in class discussions.
  5. Communicate with the instructor if you have any questions or concerns about the course.
- I do my best to answer student emails within two business days.

### **COURSE CALENDAR**

The schedule for class topics, readings, and assignments is as follows. **Please be aware that all chapter readings are expected to be completed before each class on the dates the chapters are assigned. Additionally, chapter quizzes must be completed by 11:59 pm at the end of the class day for the chapter assigned in order to get credit for the quiz. All quiz is to be completed through e-book.**

<p>Fri, Aug 29</p>	<p><b>In-class topics:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Professional and Technical Communication</li> <li>• Syllabus Reconnaissance/Reciprocal Interview</li> <li>• Discussion of Course expectations</li> </ul> <p><b>Readings:</b> Chapter 1</p> <p><b>Online Submissions:</b></p> <ul style="list-style-type: none"> <li>• Ice breaker diagnostic writing on elearning due before next class.</li> <li>• Chapter 1 Quiz through e-textbook.</li> <li>• Email the signed syllabus acknowledgment page to the instructor.</li> </ul>
<p>Fri, Sept 5</p>	<p><b>In-class topics:</b></p> <ul style="list-style-type: none"> <li>• Role of Ethics and Audience in Professional communication</li> <li>• Considering Cross-cultural audiences</li> <li>• Memo writing</li> <li>• Discussion of Cross-Cultural Assignment</li> </ul> <p><b>Readings:</b> Chapter 2 and “Memo” from Chapter 7</p> <p><b>Online Submissions:</b> Chapter 2 Quiz through e-textbook.</p>

Fri, Sept 12

**In-class topics:**

- Modes of correspondence in Professional & Technical writing.

**Readings:** Chapter 7

**Online Submissions:**

- Chapter 7 Quiz through e-textbook
- **Submit Cross-Cultural Assignment by 11:59 pm on elearning.**

Fri, Sept 19

**In-class topics:**

- Professional Communication in Pursuit of Employment
- Discussion of upcoming assignments: Team Projects and Process Description.

**Readings:** Chapter 3

**Online Submission:**

- Chapter 3 Quiz through e-textbook

Fri, Sept 26

**In-class topics:**

- Learning to Work and Write Collaboratively
- Assign Teams for Team project
- Team Writing Practice

**Readings:** Chapter 5

**Online Submission:**

- Chapter 5 Quiz through e-textbook
- **Submit Cover Letter and Resume Assignment by 11:59 pm on elearning.**

Fri, Oct 3

**In-class topics:**

- Reports and Proposals
- Introduction to Instructive Communications
- Status Check for Team Feasibility Report

**Readings:** Chapter 8

**Online Submission:** Chapter 8 Quiz through e-textbook

Fri, Oct 10

**In-class topics:**

- **Peer Review** of Process Description assignment. Students are required to bring rough drafts.
- Stand-alone or Supplemental document

**Readings:** **Chapter 9**

**Online Submission:**

- Chapter 9 Quiz through e-textbook
  - Team Feasibility Status Report Submission on Discussion Board
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Fri, Oct 17

**In-class topics:**

- Presentations.
- Understanding Sources of Research

**Readings:** **Chapter 10**

**Online Submissions:**

- Chapter 10 Quiz through e-textbook
  - **Submit Final Process Description Assignment by 11:59 pm on elearning.**
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Fri, Oct 24

**In-class topics:**

- Overview of upcoming assignments: Individual Recommendation report and Individual Presentations

**Online Submissions:**

- **Submit Team Feasibility report assignment (one member per team responsible for uploading) due 11:59 pm on eLearning.**
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Fri, Oct 31

**In-class topics:**

- Presentation Practice: Demo of Team Presentation on Chapter 6.

**Reading:** **Chapter 6**

**Online Submission:**

- Chapter 6 Quiz through e-textbook
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Fri, Nov 7

**In-class topics:**

- Team Performance Evaluation

**Online Submissions:**

- **Submit Team Presentation Video with slides before class time. All Team Members must submit video link and slides.**
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Fri, Nov 14

**In-class topics:**

- Structured Note-Taking
  - Peer Review: Individual Recommendation Report Draft reviews.
  - Students are required to bring their rough draft of Individual Recommendation Report.
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Fri, Nov 21

**In-class topics:**

- Demonstration of individual presentation skills on Chapter 4.
- Understanding Interviews/ Revisiting Individual Recommendation report.
- Overview of Final assignment.

**Reading:** Chapter 4

**Online Submissions:**

- **Submit Individual Recommendation Report due 11:59 pm on eLearning.**
  - Chapter 4 Quiz through e-textbook.
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Fri, Nov 28

**Thanksgiving Holidays/No Class**

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Fri, Dec 5

**In-class topics:**

- Course wrap -up.
- **Submit Individual presentations due 11:59 pm on eLearning. Post link to videos along with slides on elearning.**

**Final Assignment**

**Dec 8: Submit Final Reflection and Revision assignment due 11:59 pm on eLearning.**

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## Course Policies

### 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
1. Cross-cultural assignment	80
2. Cover Letter and Resume assignment	85
3. Process Description assignment	85
4. Team Feasibility Report assignment	100
5. Team Presentation	100
6. Individual Recommendation Report OR Individual Proposal Writing assignment	125
7. Individual Presentation assignment	125
8. Final Reflection and Revision assignment	100
9. Quizzes	100
10. Minor/Low Impact classroom writing activities and participation in classroom discussions.	100
<b>TOTAL POINTS</b>	<b>1000</b>

**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 serve dual purpose. They are part of summative assessment to test students' understanding of chapters. Secondly, successful completion of quiz reiterates the foundational knowledge of the concepts. Quizzes are mandatory and must be completed via the online textbook for assigned chapter at the end of the class day.

### **Class Attendance**

Our class meetings are integral to collaborative learning. Therefore please plan to attend all classes. If you have extenuating circumstances, please inform me so we can find a way to engage with the learning material. Punctuality is expected and encouraged as a mark of professionalism and dedication towards learning. Failure to attend class meetings regularly will result in missing out on low impact writing activities and invite scholastic difficulty. Students are allowed to miss up to two classes without penalty. More than two absences weigh into the participation grade.

### **Class Participation**

As your instructor, I will do my best to encourage active participation. Participation in class discussions promotes peer learning and assists in real world application of concepts. 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 activities. Successful participation is defined as meaningful participation in course discussions in verbal and/or written form and consistently adhering to University requirements, as presented in this syllabus. Failure to comply with the University requirements is a violation of the Student Code of Conduct.

### **Class recordings**

Unless the Office of Student Accessibility 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 Accessibility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

### **Original Work**

Our course has a no-tolerance policy for plagiarism (including self-plagiarism), use of AI content generators, copyright infringement, and 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 (IEEE/MLA), 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.

**AI usage:** The use of AI to write your assignments is considered plagiarism and scholastic dishonesty. As an instructor, 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 content as your own will be considered a violation of the university's academic integrity policy and placed in the institutional process for plagiarism. All work submitted by you must be your work. Instances of assignments with an AI % detection will be sent to OCSC for review. Do not use any AI platforms to create or edit your assignment submissions.

**Mid-Term Grading:** Instructor will post the mid term grades based on your grades in the first two assignments.

**Writing Resources:** Students are advised to use the following resources for additional assistance in this course.

UTD Writing Center: <https://studentsuccess.utdallas.edu/programs/writing-center/>

UTD Career Center: <https://career.utdallas.edu/>

<b>Make-up Exams</b>	No exams will be given, so no make-ups are necessary. Quizzes will be given for chapter readings and should be completed electronically by 11:59 pm on the class day. Quiz is an important portion of the final grade and has to be completed on due dates.
<b>Late Work</b>	<p>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 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.</p> <p>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. 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</p>

	<p>eLearning that is in progress and is not fully submitted will not count as a submission; make sure you complete the submission process.</p> <p>If class is canceled for any reason, including inclement weather, the posted assignment due date is still the deadline for the assignment. 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.</p>
<b>Personal Circumstances</b>	<p>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 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.</p>
<b>Deadlines</b>	<p>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/Turnitin 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.</p>
<b>Classroom Citizenship</b>	<p>Students are expected to operate in the classroom in a civil and professional way. Late entries and early exits (unless due to situations conveyed in advance to the instructor) will impact your grade for classroom participation. Similarly, when working with classmates on collaborative projects outside the classroom, students are expected to work with their peers in a cooperative manner.</p>
<b>UT Dallas Syllabus Policies and Procedures</b>	<p><i>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.</i></p> <p>Please go to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a> for these policies.</p>
<b>AccessAbility</b>	<p>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: <a href="mailto:studentaccess@utdallas.edu">studentaccess@utdallas.edu</a> and website is <a href="https://studentaccess.utdallas.edu">https://studentaccess.utdallas.edu</a>. 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.</p>

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

**Acknowledgement of Syllabus**

I have received and reviewed this syllabus.

Signed:

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Student's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_