Course Syllabus

	Course	ECS 3390.052 and ECS3390.053
UTD		**Professional & Technical Communication**
	Term	**Summer 2016**
	Meeting	**Tuesday/Thursday**
	Times	**8:30AM–12:45PM, 1–5:15PM**

Professor's Contact Information

Professor's Name	Carie S. Tucker King, PhD (previously Carie S. Lambert, PhD)
	Clinical Professor and Associate Director of Rhetoric
Office Location	JO 3.548
Office Phone	972.883.2790 (voicemail goes to transcribed email)
Email Address	cxl085200@utdallas.edu
Office Hours	By appointment on Mondays
Skype	CSLambs
Twitter	UTDComm
Gradebook	www.turnitin.com

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

Prerequisites, Co-requisites, & other restrictions	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.**

Required Texts & Materials

Business and Technical Communication: A Guide to Writing Professionally, Second Edition, by Maribeth Schlobohm and Christopher Ryan. Copyright 2014 by Kendall Hunt Publishing Company. ISBN: 978-1-4652-4456-7. (Please note: It is important that you purchase the second edition of this text.) Alternatively, an electronic version may be purchased at http://kendallhunt.com/store-product.aspx?id=216492. The ISBN for the electronic version is 978-1-4652-4673-8.

Please see the citation list at the end of the calendar for additional readings (all available online at no cost).

Internet connectivity is required for the course. The course uses turnitin.com, eLearning, and UTD email, which you should check at least once every 48 business hours. Reliable connectivity is necessary for class preparation, submission of assignments, and work on group projects. All assignments that are to be submitted through turnitin.com must be submitted via turnitin.com for credit. (Submitting assignments via e-mail is only acceptable if there is a problem with turnitin.com. Otherwise, submission of assignments by any other method will not be accepted and will result in a grade of zero.)

Course Learning Outcomes

1. Enhance credibility through communication that adheres to professional and ethical norms.
2. Adapt to different purposes, constraints, and audiences.
3. Develop arguments with front-loaded claims and appropriate evidence.
4. Use visual rhetoric to enhance message effectiveness.
5. Collaborate in a team to research, plan, and present information.
6. Research, draft, and edit documents that adhere to technical and professional standards.
7. 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.

Course Policies

Grading (credit) Criteria	**Grades are earned, not given, and thus will not be negotiated or rounded up.** (If you have questions or issues related to grades, prepare your argument or position and immediately schedule a meeting with the instructor. You may not wait until the end of the semester to petition a grade.) Course assignments together are worth 1000 points, and students receive grades according to the following (standard UTD) scale:

930–1000 = 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 in this class reflect whether you
- Fulfill objectives for the class and particular assignments;
- Analyze and apply the rhetorical situation for each document or presentation;
- Employ rhetorical strategies that develop logical arguments, strong claims, and adequate supporting evidence;
- Support your ideas and arguments with analysis and evidence from credible sources;
- Create reader-friendly, accessible materials with appropriate and ethically presented visuals;
- Use correct mechanics, strong style, and appropriate organization;
- Edit and proofread **all** work before you submit assignments;
- Manage your time wisely and effectively and meet deadlines;
- Ethically present information address copyright, and correctly cite resources; and
- Present yourself professionally.

What do grades reflect?
- **A** reflects that the student's work shows excellence and meets all objectives with strength, understanding, originality, and creativity.
- **B** reflects that the student's work is satisfactorily but does not reflect excellence. This work is strong but contains minor issues that detract from the message.
- **C** reflects that the student's work fulfills course requirements but does not satisfy the audience's needs and contains issues that decrease the effectiveness of the document.
- **D** reflects that the student's work contains numerous issues and therefore does not fulfill the audience's needs or address the rhetorical situation.
- **F** reflects that the student's work is unacceptable.

Preparation for Class	The writing process takes time, and you must manage your time and integrate that time into your work and school schedule. Read for class each day, prepare to participate, and submit all work before the deadlines. *A 3-hour class in a 5-week summer semester requires 18–27 hours of work a week to prepare.*

Late Work	In this class, you are scholars as well as professionals in training. Professionals who miss deadlines present poor work ethics and damage their reputations as well as lose contracts, increase costs, delay results, decrease profits, and lose their jobs. ***Therefore, you may not submit late or incomplete work or makeup exams unless you are hospitalized and provide a valid physician excuse.*** Without exception, missed work results in a zero (0) on the assignment. You may not request an incomplete in this class unless you meet the university's criteria for an incomplete. This policy applies to documents as well as presentations.
Extra Credit	Students may earn extra points for working with writing tutors at the UTD Center for Student Success. Each 45-minute tutoring session is worth 5 points, which will be added to grades at the end of the semester. Other extra credit is not available.
References, Copyright, and Plagiarism	UTD has a no-tolerance policy for plagiarism, copyright infringement, or scholastic dishonesty (including missing citations). 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 style 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 permission to use copyrighted information.
Class Attendance	Treat this class as you would a job. Attend class and be punctual; tardiness interrupts the class and is rude to your classmates. ***Therefore, if you are more than 10 minutes late to class, you are considered absent.*** Attendance is important in a communication class, so you may miss one class without penalty. For each additional absence, you will lose 30 points from your grade. UTD excuses absences for religious holidays; however, the student is responsible to inform the instructor *before* the holiday and to submit missed work *before* the absence. UTD also excuses absences due to emergencies (hospitalization or immediate family member's death). The student must bring documentation to the instructor the first day back after the absence.
Email and Communication Outside the Classroom	The university provides you with a UTD email address and requires that you use this email address for all official communication. Students in this class will abide by that policy: to ensure security of official (class- and school-related) communication. ***Therefore, all official email correspondence must go to and come from official UTD emails.*** I do not read or answer emails that come through addresses from other providers. If you wish you schedule an appointment, you may use my office phone or email. I will no longer be using a personal cell phone for work, as that violates FERPA and can compromise my students' privacy. Communication is part of coursework and therefore you should ▪ Identify yourself in all communication (e.g., email, texts, phone calls); ▪ Use correct mechanics and style in correspondence; ▪ Communicate clearly, respectfully, and professionally; and ▪ Respect that others have commitments outside this class. Please do not expect an immediate response. (Allow 48 hours during the workweek for a response to email and voicemail.)

Classroom Citizenship

You will receive a grade for participation and professionalism, and you are expected to consistently communicate in a professional manner. Prepare for class; communicate professionally; and cooperate, listen, and respect others' opinions. Turn off your cell phones and other electronic equipment during class and use your laptop for class work, or you will be marked absent.

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, and you are responsible for knowing UTD policies.

Please go to http://go.utdallas.edu/syllabus-policies for university policies.

Course Calendar

	Course	ECS 3390.052 and ECS3390.053 Professional & Technical Communication
UTD	Term	Summer 2016
	Meeting	Tuesday/Thursday
	Times	8:30AM–12:45PM, 1–5:15PM

The schedule for class topics, readings, and assignments (aside from low-impact assignments, which will be complete in class) is as follows. (Note that chapter readings are to be completed *before* each class on the dates the chapters are assigned.) The descriptions and timelines contained in this syllabus are subject to change at the discretion of the professor.

Date of Class	Course Content, Preparation, and Due Assignments
DAY ONE Tuesday, May 24	**What We Will Discuss** • Who is in the class? • What will we do this semester? • Who is my team? • What mechanics rules do I need to review? • How can I use technology to effectively communicate? **How You Prepare** Read the Course Syllabus. Purchase the textbook and bring it to class. **What is Due** • *Submit your signed Syllabus Contract and UTD Talent Form in class.* • *Accept your invitation to turnitin.com.* • *Submit 1-page **Autobiographical Memo** via turnitin.com today by 11:59pm. (In a 1-page memo to your instructor, introduce yourself. Follow the example for a business memo in Schlobohm and Ryan [1] or in Fox's instructions on business memos [2].)*
DAY TWO Thursday, May 26	**What We Will Discuss** • What is technical communication and why is it important? • Who is my audience? • How can I effectively work with a team? • How can I write better and improve my writing style? **How You Prepare** Read and take notes on • Schlobohm and Ryan Chapters 1, 2, and 4 [1]; • Dulevicius and Nagineviciene's "Engineering Communication" [3]; • Williamson's "Grammar Tips for College Students" [4]; • Purdue OWL's "Writing in Engineering" (all pages) [5]; and • Hogan and Thomas' "Developing the Software Engineering Team" [6].

What We Will Discuss
- How can I find a job?
- How should I effectively communicate when I am seeking employment?
- How can I create effective and appropriate correspondence?
- How does design play a part in communication?

DAY THREE

Tuesday, May 31

How You Prepare
Read and take notes on
- Schlobohm and Ryan Chapters 3, 5, and 9 [1] and
- Kitchel's "Guidelines for Print Document Design" [10].

To class, bring
- Your completed Resume Preparation Sheet to class,
- A job or internship advertisement to class for your Application Package assignment, and
- A printed visual representation of data (graph, table, chart, etc.) related to your field.

What is Due
Team Leader, submit your **Team Contract** *via turnitin.com by Tuesday, May 31, at 11:59pm.*

What We Will Discuss
- What do reports and proposals require?
- How can I effectively propose ideas and services to a client?
- How do I cite my sources?

DAY FOUR

Thursday, June 2

How You Prepare
Read and take notes on
- Schlobohm and Ryan Chapter 6 [1],
- Foundation Center's "Short Course on Proposal Writing" [7], and
- "2012 IEEE Standards Style Manual" [8].

To class, bring
- 6 resources related to your proposal topic and
- two printed copies of your application package to class.

What is Due
Submit your **Application Package** *via turnitin.com by Thursday, June 2, at 11:59PM.*

DAY FIVE Tuesday, June 7	**What We Will Discuss** • What does the law say about intellectual property and what are my responsibilities? • How can I improve my presentation skills? • How can I improve my writing style? • How can I strengthen my proposal? • How can I find "evidence"? **How You Prepare** Read and take notes on • Schlobohm and Ryan Chapters 8 and 10 [1] • "Copyright Basics" [9], and • Jefferys' "Killer Presentation Skills" [11]. Review King's Style Guide [12]. Bring a **full draft** of your **Individual Proposal** to class for peer review.
DAY SIX Thursday, June 9	**What We Will Discuss** What are you proposing (**Individual Proposal Presentations**)? **What is Due** *Submit your **Individual Proposal** and your **Presentation (slides)** via turnitin.com on Thursday, June 9, at 11:59pm. Email your proposal to your team members and copy the instructor for credit. Begin working on your **Team Project**.*
DAY SEVEN Tuesday, June 14	**What We Will Discuss** • How can I improve my writing style? • How can I strengthen my proposal? **What is Due** *Access your **Style Examination** today at 12AM on eLearning and submit your examination via turnitin.com by 11:59PM.* Complete the exam alone. You may use any text, any resource, and any notes, but you may not collaborate. (Students collaborating will be referred to Judicial Affairs for breaking UTD Honor Code.)
DAY EIGHT Thursday, June 16	**What We Will Discuss** • What other documents will I use in the workplace? • How is my team doing (Team Conferences)? **How You Prepare** Read Schlobohm and Ryan Chapter 7 [1]. Work on your Team Project.

DAY NINE Tuesday, June 21	**What We Will Discuss** How is my team doing on the Team Project? **How You Prepare** Bring your Team Project work to class. **What is Due** *Submit revised proposals and resumes via turnitin.com by 8:30am today.*
DAY TEN Thursday, June 23	**What We Will Discuss** Are we prepared for Team Presentations? **How You Prepare** Bring a full draft of your Team Project and Team Presentation to class for instructor and peer review. **What is Due** *Submit your UTD* **Course Evaluation** *online by the end of class today.*
TBA by UTD	*Final Examinations* What did you learn (**Team Presentations**)? **What is Due** *Submit your* **Team Evaluation** *via turnitin.com by 11:59PM on Monday, June 27.* *Team Leaders, submit your Team Research Project via turnitin.com by 11:59pm on Monday, June 27.*

References

[1] M. Schlobohm and C. Ryan, *Business and Technical Communication: A Guide to Writing Professionally,* 2nd ed., Dubuque, IA: Kendall-Hunt Publishing, 2013.

[2] S. Fox, *How to Format a Business Memorandum* (from *Business Etiquette for Dummies,* 2nd ed.), [Online]. Available: http://www.dummies.com/how-to/content/how-to-format-a-business-memorandum.html (Accessed: May 20, 2016).

[3] J. Dulevicius and L. Nagineviciene, "Engineering Communication," *Global Journal of Engineering Education,* vol. 9, no. 1, pp. 19–25, 2005.

[4] J. Williamson, "Grammar Tips for College Students: Common Mistakes that Make You Look Bad,*"* (*Distance Education)* [Online]. Available: http://www.distance-education.org/Articles/Grammar-Tips-for-College-Students--Common-Mistakes-That-Make-You-Look-Bad-73.html (Accessed: May 20, 2016).

[5] Purdue Online Writing Lab, Writing in Engineering, (*Purdue OWL)* [Online]. Available: http://owl.english.purdue.edu/owl/section/4/19 (Accessed: May 20, 2016).

[6] J. Hogan and R. Thomas, "Developing the software engineering team," Proceeding ACE '05 Proceedings of the 7th Australasian Conference on Computing Education, vol. 42, pp. 203–201. Available: http://dl.acm.org/citation.cfm?id=1082450 (Accessed: May 20, 2016).

[7] Foundation Center, "Proposal Writing Short Course," (*The Foundation Center*) [Online]. Available: http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html (Accessed: May 20, 2016).

[8] IEEE, "2012 IEEE Standards Style Manual," (*IEEE*) [Online]. Available: https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf (Accessed: May 20, 2016)

[9] U.S. Copyright Office, "Copyright Basics." Available: http://www.copyright.gov/circs/circ01.pdf (Accessed: May 20, 2016).

[10] J. Kitchel, "APH Guidelines for Print Document Design," (*American Printing House for the Blind, Inc.*) [Online]. Available: http://www.aph.org/edresearch/lpguide.htm (Accessed: May 20, 2016).

[11] J. Jefferys, "Killer Presentation Skills," [Online]. Available: http://www.youtube.com/watch?v=whTwjG4ZIJg (Accessed: May 20, 2016).

[12] C. King, *Style Notes,* Richardson, TX: Author, 2013.

COURSE ASSIGNMENTS

UTD	**Course** ECS 3390.052 and ECS3390.053 **Professional & Technical Communication** **Term** **Summer 2016** **Meeting** **Tuesday/Thursday** **Times** **8:30AM–12:45PM, 1–5:15PM**

We will be using IEEE style to format in-text and end-of-text citations in this class. You can find the IEEE citation standard **in Appendix B of your textbook (Schlobohm and Ryan, 2nd ed. rev. [1])** but you can also access the *IEEE Citation Reference* in a PDF for download:

> D. Graffox, *IEEE Citation Reference* [Online]. (2009). Available:
> http://www.ieee.org/documents/ieeecitationref.pdf (Accessed: May 20, 2016).

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

ASSIGNMENT	VALUE
Application Package	100
Style Exam	100
Individual Proposal	150
Individual Presentation	100
Team Contract	50
Team Report	150
Team Presentation	100
Team Evaluation	100
Professionalism, Communication Competency, Low-Impact Assignments, Attendance, and Participation	150
TOTAL POINTS	**1000**

Note: Students must complete and submit the individual proposal and presentation and the team report and presentation to complete the course.

Style Examination

The Style Examination is created to help you identify style issues in your own writing and work through the revision, editing, and proofreading stages of the writing process. The examination will be available at 12AM via eLearning, and you will have 24 hours to complete the examination … **ALONE.** You may use any online or course reference; however, you may not collaboration on the examination. If you collaborate with a human being, you will be referred to Judicial Affairs for breaking the UTD Honor Code.

Application Package

Find a job advertisement—internship or position, but you must qualify **now**—and create a cover letter, resume, and reference list with three professional references and two personal references. Create one Word document with a section break so you can number pages correctly.

Do not depend on a resume that you previously created; customize this application package for this specific job. The letter and resume need to address the company and the qualifications for the advertised job.

DO NOT USE A TEMPLATE OR A TABLE! Templates limit your creativity and, because other people use the same templates, may decrease your ability to use design to make you stand out. Use a Word document without tables or cells because you cannot manipulate information as easily in a table.

For this assignment, use strong style (e.g., old/new pattern, actor in the subject, active verbs) and design (left align, contrast, serif font for body text, etc.) principles.

See your course syllabus for due dates. You will not receive credit for the final assignment if you do not submit the final copy via turnitin.com by the due date.

Individual Proposal and Presentation—Request For Proposal (RFP)

Choose a research topic and write a proposal to persuade your team to research your proposed topic for your team project. Write **persuasively and professionally**, keeping your purpose in mind. Present all research ethically—using quotes, summaries, and paraphrases—and cite all sources correctly in the text as well as at the end of your document in IEEE style. (Students not using in-text and end-of-text citations will be referred to Judicial Affairs.)

Meet the deadlines listed in your course syllabus and in this assignment.

Individual Proposal
Submit a 5-page proposal to your team, addressed to the individual members, to propose a topic, a deliverable, and a method to accomplish your team project. The topic should involve an issue in your field and should be relevant to the fields (in the last 5 years).

Format your proposal as a formal letter and include an executive summary (10% of the document's total length—approximately one-half of a page). The page count does not include your reference list or any visual aids you provide.

Your proposal should include appropriate conventional elements for a **formal letter** (see your textbook), and you should use correct mechanics and strong style. Apply design principles that we discuss in class and we read in the textbook. Follow the requested design elements:
- Use 8.5"x11" page with 1" margins.
- Use 12-point serif font for the body text.
- Singlespace your document.
- Left align all text without paragraph indentions, and include one return (doublespace) between paragraphs.
- Do not center or use all-cap text.
- Include navigational cues such as headings and subheadings and page numbers. (Do not include a page number on the first page.)
- Use appropriate visual aids, numbered and referenced in the text, with 1-pixel borders and correct captions. *Do not use copyrighted images without written permission from the copyright owner(s).*
- Use IEEE style for in-text and end-of-text citations.
- Submit a DOCX to turnitin.com, and email your team members your proposal.

The proposal should begin with an executive summary, and the body of the document should include the following sections and answer the following questions:
1. Introduction
2. Discussion
   a. Need Statement
   b. Solution Statement with Description of Deliverable and Value (Benefit) Statement
   c. Work Plan
   d. Timeline
   e. Resources
3. Conclusion
4. References (in IEEE style.)
5. Appendixes (if necessary)

Students not meeting class deadlines will receive a zero (0) for the assignment but will be required to submit a proposal to their team for the topic of the team project or fail the class.

Individual Presentation

Present an 8- to 9-minute formal presentation to your class with 2 minutes of questions and answers. Prepare and use relevant visuals. Upload a copy of your presentation to turnitin.com (as a PDF). Visit your textbook for details about how to organize your presentation; you may follow the same format as your written proposal for the body of the presentation.

Team Contract, Project, Presentation, and Evaluation

Collaboratively write an informative or persuasive research report that you will present to your classmates and submit to your instructor. You may write
- research report,
- manuscript for submission to an industry journal (e.g., in an *IEEE Transactions* journal),
- white paper, or
- some other professional document that is described in the course textbook (Schlobohm and Ryan [1]).

Regardless of the purpose, you are expected to write professionally and in an appropriate tone, to present all research ethically, to respect copyright law, and to cite all sources correctly (per IEEE style or the style of the journal, if you are submitting a manuscript) in the text as well as at the end of your document *and* in your presentation.

You must follow all deadlines listed in your course syllabus and in this assignment. If you find a conflict, please communicate with the instructor. Work with your team leader to keep your leader accountable, as the entire team suffers if the leader does not submit documents per the assignment by deadlines. *For the Team Contract, the Team Presentation, and the Team Project, grades will be calculated for the entire team. Individual grades will not be assigned.*

Team Contract

As a team, create a Team Contract that documents how you will accomplish this project as a team. Consider communication standards, team expectations, repercussions for not fulfilling your responsibilities and obligations, etc. Ask questions such as
- Who will communicate on behalf of the team?
- Who will lead the team?
- What roles will team members fill on the team?
- When will the team meet outside the classroom?
- How will you communicate? How often will you communicate?
- Where will you research?
- Where will you store your work?
- How will you deal with deadlines?
- What repercussions will team members experience if they do not fulfill the required tasks?
- What standards does your team have when you interact?

Only one person will submit the Team Contract to the instructor on the deadline via turnitin.com.

Topic Proposal

One team member must email the instructor of your chosen topic 48 hours after all team members have presented their proposals. You must submit a unique topic (no redundant topics in class). (In the situation when two teams are considering the same topic, the rule is that whoever claims the topic first has priority on that topic.)

Formal Team Project

Please submit a 20-page formal Team Project (a formal report or other document, as approved) to your instructor about your team's topic. Your topic should relate to an issue or new data in the engineering field (must address all team members' fields of study) and should be relevant and timely. (NOTE: The page count does not include front matter—i.e., Letter of Transmittal, Title Page, Executive Summary, Table of Contents, List of Tables and Figures—or back matter—e.g., References, Appendixes. You will be required to include these elements in your front and back

matter.) ***Use section breaks between sections to number front matter with Roman numerals, and number text and back matter with Arabic numerals.*** You may include Appendixes if necessary.

Your document should include appropriate conventional elements, and you should use correct mechanics and strong style. Apply design principles that we discuss in class, and include the following design elements:

- Use 8.5"x11" pages with 1" margins.
- Use 12-point serif font for the body text.
- Left align (ragged right) all text without paragraph indentions.
- Singlespace your document with a return between each paragraph.
- Do not center or all-cap text.
- Include navigational cues, such as headers, page numbers, headings, and subheadings.
- Include appropriate visual cues with 1-pixel borders, in-text references, numbers (e.g., Figure 1), titles, accurate captions, and necessary citations and copyright information. (Obtain written permission to use copyrighted materials.) Provide visuals that complement your topic. (Visuals may not replace text in the page count.)
- Apply color if appropriate.
- Use IEEE style for in-text and end-of-text citations.
- Use page breaks to start new pages and section breaks to correctly number your pages. (Do not use returns to move text to the top of the next page.)
- Eliminate orphans and widows in your document.
- Submit a Word document (.doc or .docx) via turnitin.com from your team leader ONLY.

Your Team Project must include standard sections of the document you are submitting, if you are submitting a formal report, include the conventional elements of a formal report—i.e.,

- Introduction,
- Body (You won't label this section "Body." The body must be appropriately and effectively organized, with appropriate and parallel headings and subheadings.),
- Conclusion, and
- References.

Other document types (proposals, white papers, manuscripts, etc.) will be organized per those formats.

One team member will be responsible to submit the final Team Project to the instructor via turnitin.com by the deadline. Failure to do so will result in a zero for the team.

Status/Progress Report
In one class, you will write a Progress Report (individually) during class. You will need to be prepared to present information about the progress on your Team Project. Your instructor will announce this date and provide you with specifics that day. This assignment will be a timed writing assignment.

Team Presentation
Your Team Presentation will be a 20-minute formal presentation to your class with 5 minutes of questions and answers (25 minutes total). (You need to prepare and practice to ensure that the presentation is the appropriate length. You must also control the question timing. Timing is part of the grading criteria.)

All team members must participate by speaking during the presentation. You may use visuals (PowerPoint, Prezi, props, etc.), and you must include a bibliography for your cited sources.

Team Evaluation
Each member of your team will have the opportunity to *confidentially* submit an evaluation for his team members. The instructor will provide the template for the Team Evaluations. Complete and submit this evaluation per the instructions in the course calendar.

Syllabus Contract

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UTD		**Professional & Technical Communication**
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I have read the syllabus for ECS3390.052 and .053 and the university policies (*http://coursebook.utdallas.edu/syllabus-policies*). I understand that by signing this contract, I have read these documents and I acknowledge that I am expected to abide by university policies, attend class, and submit quality, unique work by all deadlines to fulfill requirements for this class.

I also understand that my work for this course may be researched for program and course assessment and so the instructor can improve pedagogical theory and practice. By signing this syllabus contract, I give consent for the professor to research without identifying me with my work.

_____   _____

Signature   Date

_____

Printed Name

_____

Student ID Number

_____

Mobile Telephone Number

THE UNIVERSITY OF TEXAS AT DALLAS

The University of Texas at Dallas
P.O. Box 830688
Richardson, Texas 75080
(972) 883-2111

Talent Release Form

For valuable consideration, I do hereby authorize The University of Texas at Dallas, and those acting pursuant to its authority to

   a. Record my participation and appearance on videotape, audiotape, film, photograph or any other medium.
   b. Use my name, likeness, voice and biographical material in connection with these recordings.
   c. Exhibit or distribute such recording 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.
   d. Exhibit or distribute any written documentation 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.

This release shall remain in effect unless revoked in writing.

Name: _____

Address: _____

Phone No.:_____ Email: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Syllabus Contract (Student Copy)

UTD	**Course**	**ECS 3390.052 and ECS3390.053**
		Professional & Technical Communication
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	Times	**8:30AM–12:45PM, 1–5:15PM**

I have read the syllabus for ECS3390.052 and .053 and the university policies (*http://coursebook.utdallas.edu/syllabus-policies*). I understand that by signing this contract, I have read these documents and I acknowledge that I am expected to abide by university policies, attend class, and submit quality, unique work by all deadlines to fulfill requirements for this class.

I also understand that my work for this course may be researched for program and course assessment and so the instructor can improve pedagogical theory and practice. By signing this syllabus contract, I give consent for the professor to research without identifying me with my work.

_____   _____

Signature   Date

_____

Printed Name

_____

Student ID Number

_____

Mobile Telephone Number

THE UNIVERSITY OF TEXAS AT DALLAS

The University of Texas at Dallas
P.O. Box 830688
Richardson, Texas 75080
(972) 883-2111

Talent Release Form

For valuable consideration, I do hereby authorize The University of Texas at Dallas, and those acting pursuant to its authority to

    a. Record my participation and appearance on videotape, audiotape, film, photograph or any other medium.
    b. Use my name, likeness, voice and biographical material in connection with these recordings.
    c. Exhibit or distribute such recording 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.
    d. Exhibit or distribute any written documentation 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.

This release shall remain in effect unless revoked in writing.

Name: _____

Address: _____

Phone No.:_____ Email: _____

Signature: _____ Date: _____

Witness: _____ Date: _____