Course	**ECS 3390 Professional and Technical Communication, Sec 502**
Professor	Wade Crowder
Term	Fall '16
Meetings	Mondays and Wednesdays, 7:00 p.m. – 8:15 p.m. in JO4.504

Professor's Contact Information

Office Phone	972-883-2188
Office Location	TBA
Email Address	wac010100@utdallas.edu
Office Hours	6:25 p.m. to 6:55 p.m. on Monday and Wednesday, other times by appointment. (Schedule appointments in advance to confirm availability.)

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 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	Textbook: 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: 978-1-4652-7633-9. (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.
Suggested Texts, Readings, & Materials	Internet connectivity is a requirement for the course. The course uses eLearning, which you should check frequently. Reliable connectivity is necessary for class preparation, submission of assignments, and work on group projects. All assignments that are to be submitted through eLearning must be submitted via eLearning (turnitin.com) for credit prior to beginning of class on the due date. (Submitting assignments via e-mail is not aceptable. Otherwise, submission of 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.) Assignments should be submitted in MS Word files (not pdf, .odt, etc.) so that grading comments and edits may be tracked. **Hardcopy of assignments are also due when class begins on date of assignment due**. Please do not delay by attempting to print assignment after class has started.
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 using MLA style. 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
[Topics, Reading Assignments, Assignment Due Dates]
The schedule for class topics, readings, and assignments (aside from low-impact assignments which will be provided in class) is as follows (and please note that all chapter readings are expected to be completed **before** each class on the dates the chapters are assigned.):

Academic Calendar Fall 2016:
http://www.utdallas.edu/academiccalendar/files/AcademicCalendarFall2016.pdf

August 22
Introduction of syllabus, textbooks, students, and instructor
Importance of professional and technical communication

August 24
Technical communication
Reading: Chapter 1 (Principles of Technical Communication)
Return signed copy of syllabus

August 29
No Class (Flex Day for attending **Career Expo** https://www.utdallas.edu/career/fallexpos/, see below)

August 31
Ethical considerations: find and read your code of ethical behavior for your chosen field of study. See p. 13 in text. Be prepared to make a brief oral over-view of your reading.

September 5
Labor Day (No Class)

September 7
Audience
Reading: Chapter 2 (Audience)
Communication in the pursuit of employment (part I)

September 12
Reading: Chapter 9 (Gaining, Retaining, and Advancing Employment)
Communication in the pursuit of employment (part II)

September 14
ECS Intern Fair, 12:00 p.m. – 4:00 p.m.
(http://ecs.utdallas.edu/studentservices/ipp/internfair.html)

September 19
Correspondence
Reading: Chapter 5 (Telephone, text Messaging, Email, Letters, and Memos)
Cross-cultural audiences
Submit cover letter and resume

September 21
Working in teams
Reading: Chapter 4 (Working and Writing Collaboratively)
In class: Select teams for team project
Submit cross-cultural assignment

September 26
Reports and Proposals
Reading: Chapter 6 (Reports, Proposals, and White Papers)

September 28
Instructive communications
Reading: Chapter 7 (Stand-alone and Supplemental Documents)

October 3
Working in Groups: Teams will collaborate for team written report and group presentation project. MLA overview.
Career Expo Written Assignment Due (1-page summary submitted to Turnitin.com prior to class.)

October 5
Design
Reading: Chapter 3 (Document and Presentation Design)

October 10
Presentation overview
Reading: Chapter 8

October 12
Presentation overview, part 2
Chapter 8

October 17
Social media
Reading: Chapter 10 (Social Media and Intellectual Property)

October 19
Write individual project proposals for recommendation reports (In class)

October 24
Team written reports due
Personal statements for individual recommendation reports due.

October 26
Team Presentation
Individual project proposal presentations (brief explanation in class)

October 31
Team Presentations
No assigned reading

November 2
Individual meetings; Review rough draft of Recommendation Report
Only those with appointments need to attend.

November 7
 Individual meetings; Review rough draft of Recommendation Report
Only those with appointments need to attend.

November 9
Individual meetings; Review rough draft of Recommendation Report
Only those with appointments need to attend.

November 14
Individual meetings; Review rough draft of Recommendation Report
Only those with appointments need to attend.

November 16
Individual presentations; all attend
Individual Recommendation Reports due for all

November 21-23 Thanksgiving

November 28
Individual presentations; all attend
Final Reflection and Revision Assignment due

November 30
Individual presentation completion if necessary

December 5
Presentation Completion if necessary

December 7
Presentation Completion
(All student must attend final reflection in-class writing assignment.)

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 as follows:

Grade	Cumulative Credit Points
A+	970-1000
A	930-969
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629

F	0-599

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

ASSIGNMENT	VALUE
Resume and Cover Letter Assignment	100
Cross-Cultural Assignment	100
Career Expo	100
Team Feasibility Report	100
Team Presentation (and Team Collaboration)	100
Individual Recommendation Report	200
Individual Presentation	200
Minor/Low Impact Assignments, Final Reflection	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.

Make-up Exams	No exams will be given, so no make-ups are necessary.
Extra Credit	No extra credit will be offered.
Late Work	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 in class on the day your presentation is scheduled. It cannot be rescheduled at that point, and you will receive a zero for your grade if you are not able to present. 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. Please note that 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 via UTD email prior to the assignment's deadline. If class is canceled for any reason, including inclement weather, the posted assignment due date is still the deadline for the assignment. A hardcopy of the assignment is due on same day as electronic.
Special Assignments	Aside from attendance at either the Intern Fair or Career Expo, no special assignments are anticipated.
Class Attendance	You are expected to attend all classes, read assigned material, perform all assignments, and contribute to the class. Although I expect you to attend all classes, you may miss one class without explanation or penalty. Additional absences will be reflected in your Final Reflection grade. Absences are also likely to adversely affect your grades in additional ways, as low-impact assignments conducted in class cannot be made up outside of class. Just as in a business, I encourage you to let me know in advance if you know when you are going to miss a class and explain your absence if you have missed a class for which you did not give me advanced notice. More than three unexcused absences could result in a failure of the course (grade of "F"). Out of respect for your fellow class members and your instructor, you are expected to be on time for class, too. Each set of three tardy arrivals is treated as one absence.
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 circumstance when it arises. Initiating the conversation late in the semester or well after the situation has arisen will limit the likelihood of us finding alternatives 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. Late or incomplete assignments will be penalized 33% of the assignment grade. For late assignments, the 33% deduction applies to each 24-hour period following the assignment deadline. After 72 hours, an assignment that has not been submitted will receive a score of 0.
Classroom Citizenship	Students are expected to operate in the 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.*

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor. Check eLearning frequently for updates and syllabus changes.

Please acknowledge that you have reviewed this syllabus.

Signed:

_____   _____
Student   Date

_____
Student's Printed Name