Course	**ECS 3390.5H4** **Professional and Technical Communication**
Professor	Emily L. Johnson, MPC
Term	Fall 2016
Meetings	Mondays 8:30 – 9:45 PM

Professor's Contact Information

Cell Phone	801-946-4003 (reasonable hours)
Email Address	elj150030@utdallas.edu
Office Hours	By appointment or before class

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	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.

Additional Requirements:	All assignments are to be submitted through Blackboard. Internet access is required for this class. Reliable connectivity is necessary to obtain outside reading assignments, to prepare for class, to submit assignments, and to work on group projects. All assignments that are to be submitted through turnitin.com must be submitted on turnitin.com for credit. (Submitting assignments via e-mail is only acceptable if there is a system-wide problem with turnitin.com and all students report the same issue. Submitting assignments by any other method will result in a grade of zero.) Assignments should be submitted as Microsoft Word files or PDF files (not .odt, Pages, etc.) so that grading comments and edits can be tracked.
Course Learning Outcomes	1. Ability to enhance credibility through communication that adheres to professional and ethical norms. 2. Ability to adapt to different purposes, constraints, and audiences. 3. Ability to develop arguments with front loaded claims and appropriate evidence. 4. Ability to use visual rhetoric to enhance message effectiveness. 5. Ability to collaborate in a team to research, plan, and present information. 6. Ability to research, draft, and edit documents that adhere to technical and professional standards. 7. Ability to prepare organized speeches and present them with appropriate verbal and nonverbal delivery.

ABET Student Outcomes
For the BE, CE, EE, ME, SE and TE programs (Engineering Accreditation Commission)
   a) An understanding of professional and ethical responsibility.
   b) An ability to communicate effectively.

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

Technical Requirements for Hybrid ECS3390	
You must have reliable access to the internet, Blackboard, and UTD email to succeed in the hybrid course.	
Getting Started with eLearning	http://www.utdallas.edu/elearning/students/getting-started.html
Techincal Support **24/7 Support**	http://www.utdallas.edu/elearninghelp **1-866-588-3192**
Outages/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 that prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation**

Course Policies

Grading (credit) Criteria	Student success is measured by a variety of assessment techniques aligned with course goals and learning outcomes. Students are responsible for managing their own coursework, and grades. Work should be error and typo-free, and follow the formatting and assignment requirements to maximize points. **Grading Scale:** 970 - 1000 = A+ 940 - 969 = A 900 - 939 =A- 870 - 899 = B+ 840 - 869 = B 800 - 839 = B- 770 - 799 = C+ 740 - 769 = C 700 - 739 = C- 670 - 699 = D+ 640 - 669 = D 600 - 639 = D- 570 or less = F
Make-up Exams	Make-up exams/homework will be arranged at the discrecion of the professor when there is a documented personal/family emergency. In-class activities can not be made up if missed.
Extra Credit	**No extra credit**
Late Work	No late work will be accepted unless there is a documented personal/family emergency. No internet access is not an emergency. Forgetting is not an excuse! ALL ASSIGNMENTS ARE POSTED IN BLACKBOARD FOR THE ENTIRE SEMESTER.
Class Attendance	ECS 3390 is a performance course in which each student participates as a speaker and group/audience member. Attendance is mandatory and points are awareded for attendance.Chronic excused/unexcused absences, early departuresfrom class, or late attendance will result in a downward grade adjustment or withdrawal to be determined by the instructor.
Classroom Citizenship	This is an applied course designed to assist you in your personal and professional relationships. As such, you will be treated as professionals, which requires your attendance, participation, and adherence to project/assignment deadlines. Consider being a student as a part-time or full-time job. You will be expected to act and behave professionally as you would in the work place. When in doubt, ask yourself: Would I do this at my job? As a learning lab, the class will operate in a professional organizational culture of respect, tolerance, and free exchange of ideas. Honest and vigorous discussion is encouraged; however, any inflammatory, derogatory or offense language, statements, or comments will not be acceptable. Participation is part of your grade.

Other Requirements	1. Learners are expected to read the text, attend class, and contribute to discussions and activities. Thoughtful input is needed to explain and refine concepts. Responsible class participation is a necessary and valuable part of class membership. 2. Some principles developed in the reading will be demonstrated in practical applications or impromptu class exercises. Everyone is expected to participate in these experiences. 3. Visual support in the form of a slide presentation (PowerPoint or Prezi) is required for the informative and persuasive speeches. Learners are expected to have a basic working knowledge of computer skills and applicable software when they enter the course 4. This class is a hybrid, so each week, you will have in-class and online deliverable requirements. Make sure to check Blackboard and use the calender feature. 5. All communication via e-mail needs to come from your UTD email only for reporting and documentation purposes. Calls or texts within reasonabile hours (not at 9:45 pm Sunday night) must identify who you are and what section you are enrolled in for the course. 6. Cell phones must be silenced or on vibrate. If your phone actually rings, you will bring treats to the next class, or lose participation points. If you receive a notification or alert, candy is required. This does apply to the instructor also.
Sharing of Information	Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found http://www.utdallas.edu/oiec/title-ix/resources.
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.*

Course Assignments (Note: The descriptions and timelines are subject to change at the discretion of the instructor.)

Any changes will be announced in class and in Blackboard. Make sure to refer to Blackboard for updates. All major assignments must be completed and submitted for learners to pass the course.	
Elevator Speech	20
Resume and Cover Letter	60
Career Expo/Interview Report	50
Cultural Memo	30
Recommendation Report	100
Midterm Case Study Analysis	80
Midterm Technical Memo Editing Test	20
Informative Speech	100
Team Feasibility Report	110
Team Feasibility Presentation	120
Attendance	50
Class and Online Participation	50
Speech Analysis	20
Spelling and Grammar Quizzes	60
Chapter Reflections	80
Discussion Board Weekly Challengers	50
	1000

Assignment and Class Calendar

Date	Class Discussion	Assignments Due (Before next class)
August 22nd	Syllabus, introduction to course, what is com – chapter 1	Discussion #1 Forum
August 29th	Chapter 2/5	International Memo
September 5th	No Class - Labor Day Holiday	Elevator Speech
September 12th	Chapter 9	Resume and Cover Letter
September 19th	Chapter 7	STEM Undergraduate Day Career Fair Report
September 26th	Chapter 6	
October 3rd	Chapter 3	Recommendation Report
October 10th	MIDTERM (Technical Memo in class)	
October 17th	Chapter 8	Case study
October 24th	Informative Speeches	
October 31st	Informative Speeches	Speech Analysis
November 7th	Chapter 4	
November 14th	Chapter 4/Team Work Time	Team Contract
November 21st	No Class - Fall Break	
November 28th	Team Work Time	Team Feasibility Report draft
December 5th	Team Work Time	
December 12th	Team Presentation	Tams will present their projects for their final exam.