Course Syllabus

	Course	**ECS 3390.0H9 and ECS3390.010**
		Professional & Technical Communication
UT D	**Term**	**Fall 2016**
	Meeting	**Section 0H9—Tuesday, 8:30–9:45am**
	Times	**Section 010—Thursday, 8:30–9:45am**

Professor's Contact Information

Name	Dr. Carie Tucker King
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Office Location	JO 3.548
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Office Hours	Tuesday and Thursday, 10am–12pm, and Monday through Thursday by appointment (in person and virtual)

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, and 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 is mandatory.**

Required Texts & Materials

Business and Technical Communication: A Guide to Writing Professionally, Revised Second Edition, by Maribeth Schlobohm and Christopher Ryan. Copyright 2014 by Kendall Hunt Publishing Company. (Please note: You need to purchase the correct edition of this textbook.) Alternatively, an electronic version may be purchased at http://kendallhunt.com/store-product.aspx?id=216492.

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books http://www.offcampusbooks.com or the UT Dallas Bookstore http://www.bkstr.com/texasatdallasstore/home. They are also available in stock at both bookstores.

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 this hybrid course: the course uses turnitin.com, eLearning, and UTD email, which you should check every 48 business hours. 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 for slide presentations (not .odt, Pages, etc.) so that grading comments and edits can be tracked.

Course Learning Outcomes

- Ability to enhance credibility through communication that adheres to professional and ethical norms
- Ability to adapt to different purposes, constraints, and audiences
- Ability to develop arguments with front-loaded claims and appropriate evidence
- Ability to use visual rhetoric to enhance message effectiveness
- Ability to collaborate in a team to research, plan, and present information
- Ability to research, draft, and edit documents that adhere to technical and professional standards
- 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. Understanding of professional and ethical responsibility
   b. Ability to communicate effectively

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

Technical Requirements for Hybrid ECS3390

In addition to a confident level of computer and Internet literacy, you must meet certain minimum technical requirements to enable a successful learning experience. Please review the important technical requirements http://www.utdallas.edu/elearning/students/getting-started.html#techreqs on the Getting Started with eLearning webpage http://www.utdallas.edu/elearning/students/getting-started.html.

If you have questions, please ask them before the date when you need to know how to use the technology.

Course Access and Navigation

You can access the course using your UT Dallas NetID account at https://elearning.utdallas.edu. See the course access and navigation at http://www.utdallas.edu/elearning/students/getting-started.html#courseaccessandnav.

To become familiar with the eLearning tool, see the Student eLearning Tutorials http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html. UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The eLearning Support Center (http://www.utdallas.edu/elearninghelp) services include a toll free telephone number for immediate assistance (1-866-588-3192), 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 eLearning Tutorials webpage (http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html) for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered per the UTD standard—within 3 working days under normal circumstances.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, Office of Student AccessAbility, and many others. Please see the eLearning Current Students page (http://www.utdallas.edu/elearning/students/cstudents.htm) for details.

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 that 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 (http://www.utdallas.edu/elearninghelp). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Students are expected to allow adequate time to upload assignments. Therefore, assignments that are not submitted in a timely fashion (with enough time to properly upload) will receive a zero, no exceptions.

Course and Professor Policies

Grading (credit) Criteria	*Grades will not be rounded up.* 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 deliverable;
- 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;
- Ethically present information, address copyright, and cite sources; and
- Present yourself professionally.

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

Preparation for class This is a writing-intensive course, and we will practice consistently throughout the semester. Writing and the writing process takes time, so you need to manage your time and schedule time to study and prepare.

This class is a hybrid, so each week, you will read a chapter, complete a timed reading quiz, watch an instruction video, complete exercises, and submit a communications assignment. To succeed, stay on schedule, check your email every 24–48 business hours, respond to requests, communicate with your team, complete each assignment, follow instructions, and be prepared to participate in class.

If you have questions or concerns, communicate promptly with your instructor.

Make-up and 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 assignments 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 credit 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. Students attending tutoring sessions should request that the UTD Writing Center email the professor to document the tutoring appointment.

Citations, 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. Therefore, you should follow these guidelines:
- Use original visual aids or intellectual property with owner permission, from public domain, or under Creative Commons licensure or a Fair Use defense.
- Cite ALL sources with in-text and end-of-text citations (in all deliverables—documents, slides, exams, etc.) and use IEEE citation style.
- Mark quotes with quotation marks and citations.
- Paraphrase and summarize when possible, and cite sources for each fact, image, or item of intellectual property.

Students who do not follow these standards and respect intellectual property will be referred to the Office of Student Conduct.

Class Attendance As noted in the course description, the first class is required. If you miss the first class, you should consider withdrawing from the course, as you will not be able to catch up.

Treat this class as you would a job: Attend class and be punctual; tardiness interrupts the class and is rude to your classmates. ***If you are more than 10 minutes late to class, you will be considered absent.*** You may miss one class without penalty; for each additional absence, you will lose 20 points from your professionalism 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.

Citizenship You will receive a grade for participation. Therefore, prepare for class; communicate professionally; and cooperate, listen, and respect others' opinions, whether face-to-face or virtually.

Please silence your cell phone during class, and use your laptop for class work or you will be marked absent.

Confidentiality and Title IX 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 members 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
- Student Counseling Center (972.883.2527 or after hours 972.UTD.TALK or 972.883.8255);
- Women's Center (972.883.8255);
- Student Health Center (972.883.2747);
- clergyperson (legally recognized religious advisor) of their choice; or
- off-campus resource (i.e., rape crisis center, doctor, psychologist).

Students who are sexually assaulted or harassed or who are 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 at http://www.utdallas.edu/oiec/title-ix/resources.

Email and Communication Outside the Classroom	A*ll 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. This policy (from our UTD Provost) is particularly important in the hybrid format of this class, as we will depend heavily on email to communicate. Communication is part of coursework and therefore you should ▪ Identify yourself in all communication; ▪ 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 business hours for a response to an email.***
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 UTD's page for university policies (http://provost.utdallas.edu/syllabus-policies).

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. Comets choose to live by this standard and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

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

Abbreviated Course Calendar

UTD	**Course**	**ECS 3390.0H9 and ECS3390.010** **Professional & Technical Communication**
	Term	**Fall 2016**
	Meeting **Times**	**Section 0H9—Tuesday, 8:30–9:45am** **Section 010—Thursday, 8:30–9:45am**

Refer to the full Course Calendar for topics, preparation information, assignments, and deadlines.

Module Number and Week	What Will We Study?
Module 1 (August 22)	How can I succeed and use communication in my profession?
Module 2 (August 29)	Who is my audience and how do I design documents for the users?
Module 3 (September 5)	How do I mature my writing to eliminate redundancy and ambiguity?
Module 4 (September 12)	How do I research topics and cite my sources?
Module 5 (September 19)	What methods do I use to professionally present information?
Module 6 (September 26)	How can I effectively collaborate with my team?
Module 7 (October 3)	How can I apply the style principles we studied to my own writing?
Module 8 (October 10)	How can I locate, apply for, and interview for a job?
Module 9 (October 17)	How can I effectively propose a service or idea?
Module 10 (October 24)	What other documents might I use in the workplace?
Module 11 (October 31)	What does my online presence say about me and about my employer?
Module 12 (November 7)	What is my team presenting?
Module 13 (November 14)	How do cultures differ per communication?
Break (November 21)	Fall and Thanksgiving Breaks
Module 14 (November 28)	How is my team doing?
Module 15 (December 5)	How can I effectively apply this course to my professional work?
Final Exam (TBD)	What are other teams presenting?

Course Assignments

UTD	**Course**	**ECS 3390.0H9 and ECS3390.010**
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Credit points for assignments are awarded per the following values.

ASSIGNMENT	VALUE
Resume Assignment (Letter, Resume, and Professional and Personal Reference List)	100
Style Exam	100
Individual Research Report and Presentation*	
▪ Report	150
▪ Presentation	100
Team Contract, Proposal, Presentation, and Evaluation*	
▪ Team Contract	50
▪ Team Proposal	150
▪ Team Presentation	100
▪ Team Evaluation	100
Low-Impact Assignments, Participation, Communication Competency, and Professionalism	150
TOTAL POINTS	**1000**

Students must complete and submit the Individual Report and Presentation and the Team Proposal and Presentation to complete the course. Students who miss one of these assignments must attend the following semester to complete the work.