



Course Syllabus

The goals of TECM 2800 are to

- introduce you to the career paths available in tech comm
- introduce you to the kind of work each career path involves
- provide you with a professional development plan based on the competencies and tool knowledge needed for each career path

The syllabus explains basic information about the course and your instructor's expectations. There is a course summary schedule at the bottom of this page. You can also view a schedule by using the Assignments button on the nav bar.

Who is your instructor?

My name is Oren Bruton and I am a lecturer in the Department of Technical Communication.

Use our Slack channel to communicate with me outside of class instead of email. Slack is much more effective for our purposes. You will receive instructions on Slack in class.

Office: AUSB 105

Email: Oren.Bruton@unt.edu

Office Hours: TBD

What books do you need?

The following books are required:

1. *The Insider's Guide to Technical Writing* (available from [Amazon](#) (Links to an external site.))Links to an external site. in print for \$25 or as an ebook for \$10)
2. *The Product is Docs: Writing Technical Documentation in a Product Development Group* (available from [Amazon](#) (Links to an external site.))Links to an external site. in print for \$13 or an ebook for \$6)
3. *StrengthsFinder 2.0* (available from Amazon (Links to an external site.))Links to an external site. in print for \$20 or an ebook for \$21) You need a **new copy** with an unused access code! **ALTERNATIVE:** Take the assessment (Links to an external site.)Links to an external site. without buying the book for \$19.99.

Although not required, it would be helpful to refer to the TECM 2700 textbook for major assignments:

1. *Technical Communication* (available from Amazon (Links to an external site.)Links to an external site. in print for \$147 or an ebook for \$93 or you can rent a print copy for \$33)

What time commitment is expected?

This is an intense introduction to a professional field. You should expect to spend a **minimum of 8 hours per week** on this course; that includes at least 5 hours of course-related work beyond our 3-hour class meeting time. You may work more than 5 hours outside of class during some weeks. To succeed, you will never work fewer than 5 hours.

I urge you to keep the class time period (3:00 - 4:50 pm) open on Thursdays for meetings with your teammates or our Program Manager in the optional lab. You may also want to visit the [TECM Lab](#) (Links to an external site.) Links to an external site. for support on your assignments. In addition, three events you are required to attend occur outside of class meetings, some in the evening.

What about grades?

Your course grade is earned through performance on several types of assignments:

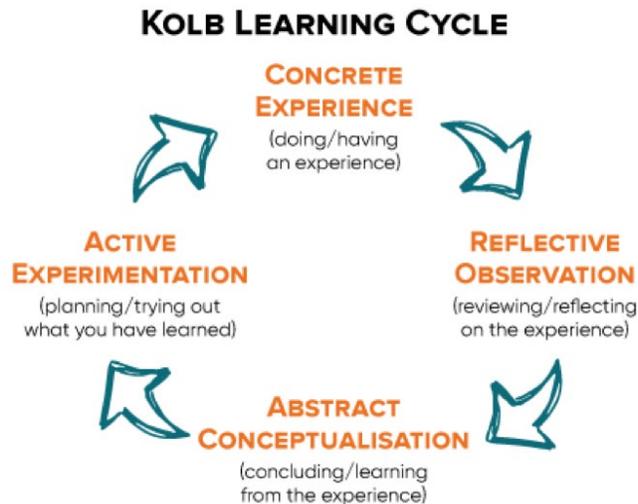
- Professional Development Plan (PDP) 25%
- Phase One Team Project (15%)
- Phase Two Team Project (15%)
- Phase Three Team Project (15%)
- Participation (15%)
- Discussion Leader 1 & 2 (5%)
- Career Fair Reflection (5%)
- ETC Event Reflection 1 & 2 (5%)

You can view details by using links in the nav bar at left. Note: Participation grades are determined by a large number of ungraded course activities.

Each assignment will be discussed in class meetings. You will be asked to push yourself beyond your comfort zone by doing new things under time pressure. This simulates the work environment of those in the tech comm profession.

Because the course goals are broad rather than deep coverage, you should not expect to show mastery in completing major assignments. Rather, you will become familiar in a shallow way with many aspects of the profession. In particular, the learning experiences while completing the team projects are more important than the quality of the products you will deliver.

Kolb's Learning Cycle serves as the underlying premise behind your learning in this course. I will introduce the learning cycle during our first class meeting and refer to it often during the course.



What other policies should you know about?

Number 1 Rule

We act like professionals by respecting each other's knowledge, experiences, and time. We determined the qualities and behaviors that we will adopt to signal respect (or the lack of it) during the first week of classes:

- to listen actively to others
- to accept differences in others
- to seek understanding of others

Number 2 Rule

Assignments not completed by the due date on the course schedule earn a **zero**. There are no make-ups available unless arrangements are made prior to due dates. Any exceptional circumstances that cause you to miss deadlines should be documented with the Dean of Students: Union 409 or 940-565-2648.

24/7 Rule

I encourage you to see me if you have questions about your performance on graded assignments. However, all students must wait 24 hours after receiving their grade. Any factual errors should be brought to my attention within 7 days after the grade is received. Make sure you know [how to access comments](#) (Links to an external site.)Links to an external site. in the Grades feature of Canvas.

Attendance Rule

This course meets once per week. You can miss once without penalty. There are no "excused" absences. If you miss two class meetings, you will earn an "F" because that represents more than 13% of our class.

There will be a record of your engagement and participation during all class meetings. That record serves as input when I determine participation scores at the end of the semester. In-class activities cannot be duplicated outside of the class meeting. I do not review class meetings with students who miss class so you should form a support network among your peers.

If you are having difficulties managing your course responsibilities, let me know—early. There are many campus resources available to support you through the UNT [Dean of Students \(Links to an external site\)](#).

Student Teams

I assign teams for phase one projects based on the input you provide on a survey at the [CATME \(Links to an external site.\)](#) [Links to an external site.](#) site, which provides a system of secure, web-based tools that enable instructors to implement best practices in managing student teams. The tools and training are supported by the literature on teamwork and training, along with independent empirical research. Once assigned, you are expected to continue working together for the duration of the project. Your teammate's evaluation of your performance is critical to the development of your [professional development plan](#) at the end of the course. Their evaluation may also be used to adjust your grade on the team-created major deliverables, where your point totals can be adjusted from 0% to 125% of the team grade based on your level of contribution.

Electronic Devices

All devices should be used only for course-related purposes during class meetings. All devices should be silenced and not on vibrate mode.

Technology Requirements

You must check the Slack #general channel and our Canvas site several times during the week for announcements or other updates related to the course.

It is your responsibility to ensure that the computer(s) and storage you use are functional and that you have backed up your data in the case of technological failure. As a student at UNT, you can back up data, up to 25 GB, through OneDrive. A corrupted disk or crashed hard drive does not constitute an excuse for late work. If you need to have electronic files available during class, use OneDrive, Google Docs, or another web-accessible storage solution.

Disability Accommodations

To receive accommodations, you must register with the ODA ([Links to an external site.](#))[Links to an external site.](#) and then request a Reasonable Accommodation form ([Links to an external site.](#))[Links to an external site.](#), which you should present to me within the first two weeks of class (see UNT Policy 16.001).

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester.

and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website.

Academic Integrity

If I see evidence you have cheated by using assistance not listed on our class schedule, plagiarized by using someone else's words, pictures or ideas without attribution, fabricated information, or assisted another student in any of these categories of academic dishonesty, **you will earn no credit for the assignment. If you exhibit academic dishonesty on more than one course assignment, you will earn an F in this course.**

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct (UNT Policy 17.012). The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

The Code applies to your interactions with everyone involved in this course: the instructor, classmates, your project teammates, and invited guests.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. (See UNT Policy 16.005)

UNT's Dean of Students' website offers a range of [on-campus and off-campus resources](#) (Links to an external site.)Links to an external site. to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT's Student Advocate. She can be reached through email at renee.mcnamara@unt.edu or by calling 940-565-2648.

Critical Campus Conditions

Stay connected to University news sources. Make sure your [Eagle Alert](#) (Links to an external site.)Links to an external site. contact info is current at myUNT.

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Date	Details
Tue, Aug. 27	<p data-bbox="472 411 1263 447">Do: Phase One Team Formation due by 11:59pm</p> <p data-bbox="472 522 1263 558">Do: Define Respect (Our Number 1 Rule) due by 11:45pm</p> <p data-bbox="472 634 1263 669">Read & Do: Tech Comm Career Paths due by 4pm</p> <p data-bbox="472 745 1263 814">Do: Project Management with Work Breakdown Structures (WBS) due by 4:20pm</p>
Thu, Aug. 29	<p data-bbox="472 919 1263 955">Optional Lab 3pm to 4:50pm</p> <hr data-bbox="456 989 1279 995"/> <p data-bbox="472 1031 1263 1066">Do: Interpersonal Skills Diagnostic due by 5pm</p> <hr data-bbox="456 1100 1279 1106"/> <p data-bbox="472 1142 1263 1178">Do: Syllabus Quiz due by 5pm</p> <hr data-bbox="456 1211 1279 1218"/> <p data-bbox="472 1253 1263 1289">Do: Join Slack Channel due by 11:59pm</p>

Date	Details
Tue, Sept. 3	<p data-bbox="440 338 1417 373">Read & Do: Assigned Reading (Week 2) due by 5pm</p> <p data-bbox="440 457 1417 493">Assign: Do: Phase One Repurpose a White Paper due by Sept. 29 at 11:59pm</p>
Thu, Sept. 5	<p data-bbox="483 583 1263 619">Optional Lab 3pm to 4:50pm</p> <p data-bbox="483 695 1263 730">Do: Phase One Team Charter due 11:59pm</p>
Mon, Sept. 9	<p data-bbox="440 821 1417 856">Do: Phase One Weekly Status Update 1 due by 11:59pm</p>
Tue, Sept. 10	<p data-bbox="472 947 1263 982">Read & Do: Assigned Reading (Week 3) due by 5pm</p> <p data-bbox="472 1058 1263 1129">Read & Do: Teamwork & Interpersonal Competency Part 1 due by 3:30pm</p>
Thu, Sep 12	<p data-bbox="483 1234 1263 1270">Optional Lab 3pm to 4:50pm</p>
Mon, Sept. 16	<p data-bbox="440 1360 1417 1396">Do: Phase One Weekly Status Update 2 due 11:59pm</p>
Tue, Sept. 17	<p data-bbox="472 1486 1263 1522">Read & Do: Assigned Reading (Week 4) due by 5pm</p>
Thu, Sept. 19	<p data-bbox="472 1629 1263 1665">Optional Lab 3pm to 4:50pm</p>
Mon, Sept. 23	<p data-bbox="440 1755 1417 1791">Do: Phase One Weekly Status Update 3 due by 11:59pm</p>

Date	Details
Tue, Sept. 24	<p data-bbox="467 352 1263 386">Read & Do: Assigned Reading (Week 5) due by 5pm</p> <p data-bbox="467 478 1263 533">Do: StrengthsFinder Assessment due by 11:59pm</p> <p data-bbox="467 613 1263 676">Read & Do: Teamwork & Interpersonal Competency Part 2 due by 4pm</p>
Wed, Sept. 25	<p data-bbox="440 772 1271 806">Business Career and Internship Fair (UNT Coliseum) 3:00 – 6:00pm</p>
Thu, Sept. 26	<p data-bbox="467 898 1263 932">Optional Lab 2pm to 4:50pm</p>
Sun, Sept. 29	<p data-bbox="440 1024 1271 1058">Do: Phase One Repurpose a White Paper due by 11:59pm</p>
Tue, Oct. 1	<p data-bbox="467 1150 1263 1184">Read & Do: Assigned Reading (Week 6) due by 5pm</p> <hr data-bbox="451 1222 1271 1226"/> <p data-bbox="467 1264 1263 1327">Do: Complete 360-Degree Team Feedback for Phase One Project due by 11:59pm</p> <p data-bbox="467 1411 1263 1474">Assign: Do: Phase Two Create Video Assembly Guide due Nov. 10 by 11:59pm</p>
Thu, Oct. 3	<p data-bbox="467 1583 1263 1617">Optional Lab 3pm to 4:50pm</p> <hr data-bbox="451 1654 1271 1659"/> <p data-bbox="467 1696 1263 1730">Do: Phase Two Team Charter due by 5:00pm</p>

Date	Details
Mon, Oct. 7	Do: Phase Two Weekly Status Update 1 due by 11:59pm
Tue, Oct. 8	Read & Do: Assigned Reading (Week 7) due by 5pm Do: Team Leadership for Phase One Project due by 11:59pm
Thu Oct. 10	Optional Lab 3pm to 4:50pm
Mon, Oct. 14	Do: Phase Two Weekly Status Update 2 due by 11:59pm
Tue, Oct. 15	Read & Do: Assigned Reading (Week 8) due by 5pm
Thu Oct. 17	Optional Lab 3pm to 4:50pm

Date	Details
Mon, Oct. 21	Do: Phase Two Weekly Status Update 3 due by 11:59pm
Tue, Oct. 22	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Do: Ruthless Revision Plan for a Client Cover Letter due by 3:30pm </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Midterm Course Check available until Nov. 4 </div> <div style="padding-bottom: 5px;"> Read & Do: Assigned Reading (Week 9) due by 5pm </div>
Thu, Oct. 24	Optional Lab 3pm to 4:50pm
Mon, Oct. 28	Do: Phase Two Weekly Status Update 4 due by 11:59pm
Tue, Oct. 29	Read & Do: Readings Discussion 2 (Week 10) due by 5pm
Thu, Oct. 31	Optional Lab 3pm to 4:50pm
Sun, Nov. 3	Do: Create Video Assembly Guide due by 11:59pm

Date	Details
Tue, Nov. 5	<p data-bbox="467 352 1263 388">Read & Do: Assigned Reading (Week 11) due by 5pm</p> <hr data-bbox="454 420 1276 424"/> <p data-bbox="467 464 1263 531">Do: Complete 360-Degree Team Feedback for Phase Two Project due by 11:59pm</p> <p data-bbox="467 625 1263 682">Assign: Do: Phase Three Develop Web Content due Dec. 1 by 11:59pm</p>
Wed, Nov. 6	<p data-bbox="451 772 1209 808">All-Majors Career & Internship Fair (Union 315) 1-4:00PM</p>
Thu, Nov. 7	<p data-bbox="467 915 1263 972">Do: Phase Three Team Charter due by 5:00pm</p>
Mon, Nov. 11	<p data-bbox="440 1066 1276 1102">Do: Phase Three Weekly Status Update 1 due by 11:59pm</p>
Tue, Nov. 12	<p data-bbox="467 1199 1263 1234">Reflection on Career & Internship Fair due by 2:00pm</p> <hr data-bbox="454 1266 1276 1270"/> <p data-bbox="467 1312 1263 1379">Read & Do: Competencies & Genre/Tool Knowledge in a Job Ad due by 3:30pm</p> <hr data-bbox="454 1411 1276 1415"/> <p data-bbox="467 1459 1263 1495">Read & Do: Assigned Readings (Week 12) due by 5pm</p>
Thu, Nov. 14	<p data-bbox="440 1612 1250 1648">Optional Lab 3pm to 4:50pm</p> <p data-bbox="440 1732 1260 1768">Do: Team Leadership for Phase Two Project due by 11:59pm</p>

Date	Details
Mon, Nov. 18	Do: Phase Three Weekly Status Update 2 due by 11:59pm
Tue, Nov. 19	Read & Do: Assessing knowledge and skills in a PDP due by 3:30pm Read & Do: Assigned Reading (Week 13) due by 5pm
Thu, Nov. 21	Optional Lab 3pm to 4:50pm
Mon, Nov. 25	Do: Phase Three Weekly Status Update 3 due by 11:59pm
Tue, Nov. 26	Read & Do: Assigned Reading (Week 14) due by 5pm
Thu, Nov. 28	Thanksgiving (no lab)
Sun, Dec, 1	Do: Phase Three Develop Web Content due by 11:59pm
Tue, Dec. 3	Do: PDP Requirements due by 4pm Do: Complete 360-Degree Team Feedback for Phase Three Project due by 11:59pm

Date	Details
Thu, Dec. 5	Optional Lab 3pm to 4:50pm
Tue Dec. 10	<p data-bbox="467 541 1263 600">Do: Professional Development Plan due by 2:00pm</p> <hr data-bbox="456 636 1274 640"/> <p data-bbox="467 674 1263 753">Do: Team Leadership for Phase Three Project due by 4:00</p> <hr data-bbox="456 789 1274 793"/>