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Office Hours: By appointment

This course is designed to prepare you for the writing-related communication tasks of your job. In this course, you will learn strategies for writing clear and concise documents, explore principles of good design, and learn how to use visuals in your documents. Completion with a 'C' or higher or credit for English 1301 is a prerequisite for this course.

- At the completion of this course, students should be able to:
- Recall basic conventions for common professional and technical documents when prompted in a workplace setting
- Identify distinctions of the varying information needs of primary and secondary audiences, document design principles, and conventional genres
- Implement technical writing standards to professional and technical documents in order to meet and/or exceed workplace norms
- Analyze professional writing styles in professional and technical documentation
- Evaluate professional and technical documents for readability effectiveness in order to approve or revise documents for readers in workplace settings
- Compose professional and technical documents for diverse audiences in order to meet primary and secondary audience information needs
- Design professional and technical documents using navigation aids and information design principles in order to help readers easily locate, understand, and retain information

Gurak, L. & Lannon, J. (2019). *Strategies for Technical Communication in the Workplace* (4th ed.) New York, NY: Pearson.

Note: The book is available as a digital version through Pearson: <http://www.mypearsonstore.com/bookstore/strategies-for-technical-communication-in-the-workplace-9780134680255?xid=PS&id=PS>

You must purchase the digital version. The digital version provides immediate access. You will need the textbook on day one of the course.

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Since this is a five-week course, you need the textbook on day one to complete the work due during week one. You will not receive extensions on discussion posts, quizzes or assignments due to failure to purchase the electronic version of the textbook.

You must also have a UTA email address that you check at least once a day.

### **Assignments**

- *Assignment 1: Audience Analysis Memo.* This assignment asks you to compare and contrast the primary and secondary audiences of two Websites. You will write a memo to your instructor analyzing both Websites and their audiences and explain the persuasive strategies each Website uses to serve its audience's needs.
- *Assignment 2: Technical Object Description.* This assignment requires you to select a technical object and write a description of it.
- *Assignment 3: Job Application Materials.* This assignment asks you to write a job application letter and compose a professional document for a real job opening for which you are qualified.
- *Assignment 4: Instructions.* This assignment asks you to write a set of instructions on how to complete a specific task.
- *Discussion Forums.* You are required to participate in four (4) graded online discussions. Participation in online discussions involves two distinct activities: an initial response to a posted question and at least two subsequent comments on your peers' responses.
- *Peer Review.* You are required to submit first drafts and perform two (2) peer reviews for each assignment in this course.
- *Quizzes:* There are multiple short quizzes to assess your comprehension of the assigned reading.

### **Grading**

There are 820 total raw points for the course. All of the activities and assignments will be weighted as follows:

- Assignment 1, Audience Analysis: 10%
- Assignment 2, Technical Object: 15%
- Assignment 3, Job Materials: 15%
- Assignment 4, Instructions: 20%
- Discussion Forums: 15%
- Peer Review: 20%
- Quizzes: 5%
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All activities will receive a numerical grade of 0-100. You will receive a score of 0 for any work not submitted.

Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 50-59%

### **Tips for Success**

Consider the following study tips for success:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Begin each week by consulting the Course Calendar. The calendar provides due dates.
- Review the assignment information carefully. All assignments spell out what to perform.
- Check your UTA email daily. This is how your instructor and coach will get in touch with you.
- Contact your coach if you have a situation that affects your participation in class.
- You are responsible for keeping track of the due dates.
- You must complete all assignments by the due dates.

### **Late Work**

No late work is accepted in this course except in the most unusual circumstances.

(Should you have an emergency and need to turn in work late, contact your coach. He or she may decide to allow you to submit your work late with a daily point deduction [10 points per day]. Any work that is turned in 5 days past the due date will not be accepted.).

It is your responsibility to submit your work on time and ensure that the correct document is submitted to Blackboard properly. Failure to do so will result in a late penalty. In order to check if an essay/assignment is submitted correctly, click on the "Grades" tab located on the left-hand side of the course home page and look for the green exclamation point icon in the appropriate assignment column (Note: for discussion activities and peer review, a paper and pencil icon or a colored sphere confirms your submission). If an exclamation point is not present after your essay/assignment is submitted, you should resubmit following the steps above to make sure the essay/assignment is properly submitted. Also, view the document you recently submitted (i.e., open the file saved in Blackboard) to ensure that you have uploaded the correct file.

Please be aware that technical errors in Blackboard are very rare and tech support has sophisticated tools to determine if students have actually submitted assignments or posted to discussion boards.

### **Academic Honesty**

Plagiarism is the presentation of another person's work or ideas as your own, whether it's intentional or not. Copying or paraphrasing passages from another writer's work without acknowledging that you've done so is plagiarism. Allowing another writer to write any part of your assignment is plagiarism. Plagiarism is a serious offense. If your coach or instructor suspects you of plagiarism, your instructor will get in touch with you and share her suspicions with you. You will have the opportunity to accept or deny responsibility for the charges, and if you deny responsibility for the alleged plagiarism, you will have your case tried by the Office of Student Conduct. Whether you accept or deny responsibility, your instructor will file a report with the Office of Student Conduct. Should you accept responsibility for plagiarism or be found responsible by Student Conduct, the academic penalty for plagiarism in this course is a zero on the assignment. The Office of Student Conduct will implement further penalties (usually disciplinary probation).

### **Academic Integrity**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

### **Drop Policy**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships.

### **Title IX Policy**

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

### **Americans with Disabilities Act**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

### **Student Support Services**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

### **Electronic Communication**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and

are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>