

Professor Information:

Carie S. Lambert, PhD Office: JO 3.548

Office hours: M 10:30am–2:00pm and by appointment

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Gradebook: [www.turnitin.com](http://www.turnitin.com)

Course Prerequisites:

- Completion of RHET 1302
- Proficiency in English grammar and citation and college-level reading and writing skills
- Knowledge of how to effectively use technology

Course Description ECS3390 (3 hours) 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, and informative and persuasive presentations. Attendance at first class is mandatory.

The textbook for this class is Drs. Schlobohm and Ryan's new book for UTD students: Schlobohm, Maribeth, and Christopher Ryan, Business and Technical Communication: A Guide to Writing Professionally, Dubuque, IA: Kendall-Hunt Publishing, 2013

Mechanics Quiz Submit via turnitin.com. 50 pts

Style Exam- Submit via turnitin.com. 100 pts

Individual Proposal - Submit via turnitin.com. 150 pts

Proposal Presentation - Present in class. 100 pts

Team Contract Submit - via turnitin.com 50 pts

Progress Report Submit - via turnitin.com 50 pts

Team Report Team Lead- Submit via turnitin.com. 150 pts

Team Report Presentation- Present in class. 100 pts

Team Evaluation - Submit via turnitin.com. 50 pts

Resume and Cover Letter - Submit via turnitin.com. 100 pts

Class Participation, Reading Quizzes, Small Assignments, and Professionalism- No submission  
100 pts

**Total 1000 pts**

Preparation for Class UT Dallas students are expected to study 2–3 hours per credit hour each week preparing for a 15-week class. Therefore, you should anticipate 6–9 hours a week of preparation. You will read, write, and study less some weeks and more other weeks. The writing process takes time, and you must manage your time and integrate that time into your work and school schedule.

#### 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. For these reasons, you may not submit late or incomplete work or makeup exams unless you are hospitalized and provide a valid physician excuse

**Extra Credit** Do not ask if you can earn extra credit. Instead, strive for excellence in the assigned work. You may be able to earn extra points on assignments by attending workshops at the GEMS Writing Center, but the instructor will announce those opportunities

#### Attendance:

Treat this class as you would a job: Attend class and be punctual. Tardiness interrupts the class and is rude to your classmates. Therefore, we will lock the classroom door 10 minutes after class begins; you will not be permitted to enter and you will be considered absent. You may miss up to two classes without penalty; after two absences (excused or unexcused), you lose 10 points of your 1000-point grade for each absence

#### Communication outside the Classroom:

- Communication is part of coursework and therefore you should
- Identify yourself in all communication (e.g., email, texts, phone calls);
- 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 to an email