

COURSE SYLLABUS—Spring 2025



Course ECS 2390 Professional and Technical Communication
Section 014
Instructor Dr. Shivika Mathur
Meeting Time(s) Friday, 1:00 pm-2:15 pm, AD 3.216

INSTRUCTOR'S CONTACT INFORMATION

Office Hours In-person: Friday, 2:30 pm -3:00 pm
Virtual: MS Teams by appointment only. **When corresponding with me through email, please include your section number in the subject line of your messages.**

Email Address shivika.mathur@utdallas.edu

Office Location JO 4.910

Course Modality and Expectations

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|---------------------------|---|
| Instructional Mode | Hybrid: We will meet in-person once a week on Friday. Outside of class meetings, course discussions will take place through eLearning and/or Teams. |
| Expectations | You must attend and participate in the class meetings as well as in course discussions over elearning. Follow all course standards given in the syllabus as well as in the UTD policies and guidelines. |

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 effectively in a variety of professional/academic settings. 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:

1. **Critical Thinking (CT)**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. **Communication (COM)**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. **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.

4. **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

**Course
Description**

Expands students' professional communication skills and strategies in business and 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.

Textbook:

Business and Technical Communication: A Guide to Writing Professionally, Fourth Edition by Maribeth Schlobohm and Christopher Ryan. Copyright 2023. This is an online book that can be purchased at the following site:<https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0>

**Required Texts &
Materials**

Please note that earlier editions of the textbook may not be used for the course, as the current edition has a number of changes from previous editions. The online book is required for completion of quizzes that form significant part of total grade.

**Suggested Texts,
Readings, &
Materials**

The course uses eLearning, which you should check frequently. Reliable connectivity is necessary for quiz completion, class preparation, submission of assignments and course participation. All assignments that are to be submitted through eLearning must be submitted via eLearning for credit. (Submitting assignments via e-mail is only acceptable if there is a problem with the eLearning system. Otherwise, submission of major assignments by any other method for work that is assigned to be submitted through eLearning will not be accepted and will result in a grade of zero.)
Assignments should be submitted in MS word or PDF versions only as specified in the assignment instructions.

**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 in a professional context.
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.

To succeed in ECS 2390:

1. Get the required textbook and read the assigned chapters per the course schedule. This is a writing intensive course so be prepared to do hands-on professional writing throughout the semester.
2. Keep the syllabus handy with you to stay informed of course schedule and assignment deadlines.
3. Check the course-related announcements/ after-class reminders regularly on elearning and email.
4. Stay informed about the assignment and quiz deadlines and submit work per instructions by the due dates.
5. Attend class meetings and participate in class discussions.
6. Communicate with the instructor if you have any questions or concerns about the course. Student emails will be answered within two business days.

COURSE CALENDAR

The schedule for class topics, readings, and assignments is as follows. Please be aware that all chapter readings are expected to be completed before each class on the dates the chapters are assigned. Additionally, chapter quizzes must be completed by 11:59 pm on the class day the chapter topic is covered in order to get credit for the quiz. All quiz is to be completed through e-book.

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| Friday, Jan 24 | <p>In-class topics:</p> <ul style="list-style-type: none">• Introduction to Professional and Technical Communication• Syllabus Walk-through• Discussion of Course expectations <p>Readings: Chapter 1 from required e-textbook.</p> <p>Online Activity/Submissions:</p> <ul style="list-style-type: none">• Diagnostic Writing on elearning due before next class.• Chapter 1 Quiz through e-textbook.• Send to the instructor Syllabus acknowledgment by either sending signed last page of syllabus or by an email acknowledging that you have read the complete syllabus. |
| Friday, Jan 31 | <p>-----</p> <p>In-class topics:</p> <ul style="list-style-type: none">• Understanding Role of Ethics and Audience in Professional communication• Considering Cross-cultural audiences• Memo writing• Discussion of Cross-Cultural Assignment <p>Readings: Chapter 2 and “Memo” from Chapter 7</p> <p>Online Activity/Submissions:</p> <ul style="list-style-type: none">• Chapter 2 Quiz through e-textbook. |
| Friday, Feb 7 | <p>In-class topics:</p> <ul style="list-style-type: none">• Understanding modes of correspondence in Professional & Technical writing. <p>Readings: Chapter 7</p> <p>Online Activity/Submissions:</p> <ul style="list-style-type: none">• Chapter 7 Quiz• Submit Cross-Cultural Assignment by 11:59 pm on elearning. |

Friday, Feb 14

In-class topics:

- Professional Communication in Pursuit of Employment
- Discussion of upcoming assignments: Team Projects and Process Description.

Readings: Chapter 3

Online Activities:

- Chapter 3 Quiz

Friday, Feb 21

In-class topics:

- Learning to Work and Write Collaboratively
- Assign Teams for Team project
- Team Practice Activity.

Readings: Chapter 5

Online Activity:

- Chapter 5 Quiz
- Submit Cover Letter and Resume Assignment by 11:59 pm on elearning.

Friday, Feb 28

In-class topics:

- Reports and Proposals
- Introduction to Instructive Communications
- Status Check for Team Feasibility Report

Readings: Chapter 8

Online activity:

- Chapter 8 Quiz

Friday, March 7

In-class topics:

- Peer Review of Process Description assignment. Students are required to bring rough drafts.
- Stand-alone or Supplemental document

Readings: Chapter 9

Online activity:

- Chapter 9 Quiz
- Team Feasibility Status Report Submission on Discussion Board

Friday, March 14

In-class topics

Presentations.

Understanding Sources of Research

Readings: Chapter 10

Online Activity/Submissions:

- Chapter 10 Quiz
- Submit Final Process Description Assignment by 11:59 pm on elearning.

Friday, March 28

In-class topics:

- Overview of upcoming assignments: Individual Recommendation report and Individual Presentations

Online Activity/Submissions:

- Submit Team Feasibility report assignment (one member per team responsible for uploading) due 11:59 pm on eLearning.

Friday, April 4

In-class topics:

- Presentation Practice: Demo of Team Presentation on Chapter 6.

Reading: Chapter 6

Online Activity:

- Chapter 6 Quiz

Friday, April 11

In-class topic:

- Team Performance Evaluation

Online Activity/Submissions:

- Submit Team Presentation Video with slides before class time. All Team Members must submit video link and slides.

Friday, April 18

In-class topics:

- Structured Note-Taking
 - Peer Review: Individual Recommendation Report Draft reviews.
 - Students are required to bring their rough draft of Individual Recommendation Report.
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Friday, April 25

In-class topics:

- Personal Statements
- Demonstration of individual presentation skills on Chapter 4.
- Overview of Final assignment.

Reading: Chapter 4

Online Activity/Submissions:

- Submit Individual Recommendation Report due 11:59 pm on eLearning.
 - Chapter 4 Quiz.
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Friday, May 2

In-class topics:

Understanding Interviews/ Revisiting Individual Recommendation report.

Online Activity/Submissions:

- Submit Individual presentations due 11:59 pm on eLearning. Post link to videos along with slides on eLearning.
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Friday, May 9

In-class topics:

- Course wrap -up.
 - Submit Final Reflection and Revision assignment due 11:59 pm on eLearning.
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Course Policies

Grading

Assignment and Grade Values

Grading is based on the UTD Undergraduate Catalog and a 1000-point cumulative scale for points earned from assignments. Grades are awarded according to the grids on the following page.

| Grade | Cumulative Credit Points |
|-------|--------------------------|
| A+ | 970-1000 |
| A | 930-1000 |
| A- | 900-929 |
| B+ | 870-899 |
| B | 830-869 |
| B- | 800-829 |
| C+ | 770-799 |
| C | 730-769 |
| C- | 700-729 |
| D+ | 670-699 |
| D | 630-669 |
| D- | 600-629 |
| F | 0-599 |

Credit points are awarded based upon the following maximum values per assignment or competency:

| ASSIGNMENT | VALUE |
|---|-------------|
| Cross-cultural assignment | 80 |
| Cover Letter and Resume assignment | 85 |
| Process Description assignment | 85 |
| Team Feasibility Report assignment | 100 |
| Team Presentation | 100 |
| Individual Recommendation Report assignment | 125 |
| Individual Presentation assignment | 125 |
| Final Reflection and Revision assignment | 100 |
| Quizzes | 100 |
| Minor/Low Impact class activities and Classroom participation | 100 |
| TOTAL POINTS | 1000 |

Note: Students must complete and submit major assignments (Team Recommendation Report and Individual Feasibility Report) and complete the Team and Individual Presentations to pass the course.

Quizzes

Quizzes are mandatory and must be completed via the online textbook for each chapter at the end of the class day. Quizzes completed late result in a grade of 0.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly miss out on in-class low impact activities and invite scholastic difficulty. Students will be allowed to miss up to two classes without penalty. More than two absences weigh into the communication participation grade.

Class Participation

Regular class participation is expected and instrumental in your success in the course. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class and figures into the communication competency along with attendance and low-impact activities. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures. Class participation is documented by instructor. Successful participation is defined as meaningful participation in course discussions in verbal and/or written form and consistently adhering to University requirements, as presented in this syllabus. Failure to comply with the University requirements is a violation of the Student Code of Conduct.

Class recordings

Unless the Office of Student Accessibility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student Accessibility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Original Work

UTD has a no-tolerance policy for plagiarism (including self-plagiarism), use of AI content generators, copyright infringement, and missing citations. If you do not cite your sources with in-text and end-of-text citations in the format required by the assignment's style guide, if you include direct quotes without quotation marks, or if you publish someone else's work without permission, your work will be referred to UTD's Office of Community Standards and Conduct for investigation. Do not use any AI generated platforms to create or edit your submissions. Abide by UTD's Student Code of Conduct. Be sure to review: UTD's Standards for Academic Integrity, UTD's Student Policies, UTD's Examples of Academic Dishonesty, and the UTD Student Code of Conduct for information and examples.

AI usage: The use of AI is considered plagiarism and scholastic dishonesty. As an instructor, I am aware of the developing AI technology but know that technology is not neutral. As a college student, you are here to develop your knowledge and skills; AI cannot do that for you. The submission of AI-generated work as your own will be considered a violation of the university's academic integrity policy and placed in the institutional process for plagiarism. All work

submitted by you must be your work. Students should not use any software (translators and Grammarly add-ons, chatgpt) that could trigger the appearance of AI usage. Instances of assignments with an AI % detection will be sent to OCSC for review.

Mid-Term Grading: Instructor will post the mid term grades based on your grades in the first two assignment submissions.

Writing Resources: Students are advised to use the following resources for additional assistance in this course.

UTD Writing Center: <https://studentsuccess.utdallas.edu/programs/writing-center/>

UTD Career Center: <https://career.utdallas.edu/>

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| Make-up Exams | No exams will be given, so no make-ups are necessary. Quizzes will be given for chapter readings and should be completed electronically by 11:59 pm on the class day. Quiz is an important portion of the final grade and has to be completed on due dates. |
| Late Work | <p>All assignments are due on the assigned date. Similarly, all presentations are to be conducted on the assigned dates. If the date for your presentation or any deliverable is a problem, you must notify me as soon as possible so that we can address the situation and consider any alternatives. Do not request a new date and time for a presentation on the day your presentation is scheduled or any time thereafter. You will receive a zero for your grade if you are not able to submit your presentation on time. Be aware of your due date for presentations; any confusion over dates that lead to a late submission will be subject to the late submission policy (covered in the following paragraph). Similarly, no requests for late submissions of assignments should be made on the day the assignment is due or any day after.</p> <p>Late submissions for written work will receive a 33% deduction if submitted within 24 hours of the deadline. Another 33% (for a total of 66%) deduction will be applied if submitted between 24 hours and 48 hours after the deadline. After 48 hours, no credit will be given for the assignment. The time posted in eLearning will serve as the official time of submission. Incorrect attachments will be evaluated as final submissions, unless alternative submissions are made to the instructor or grader via UTD email prior to the assignment's deadline. Any work on eLearning that is in progress and is not fully submitted will not count as a submission; make sure you complete the submission process.</p> <p>If class is canceled for any reason, including inclement weather, the posted assignment due date is still the deadline for the assignment. Please also note that seconds, minutes, or hours late all qualify as being</p> |

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| | late. Build in sufficient time when submitting assignments to ensure that the eLearning posted time is prior to the deadline. |
| Personal Circumstances | If personal circumstances impact your performance, please address the circumstances with me as soon as possible. It is possible that we will be able to work around your situation if we can address the circumstances when they arise. Initiating the conversation late in the semester or well after the situation has arisen will limit the likelihood of us finding alternatives or any opportunity to work around your personal circumstances. Your good grade is your responsibility, so be responsible. |
| Deadlines | As noted already, late or incomplete assignments will be penalized 33% of the grade value for each 24-hour period following the assignment deadline. After 48 hours, an assignment that has not been submitted will receive a score of 0. The eLearning/Turnitin time stamp serves as the arbiter of whether an assignment is submitted on time or late. In cases where assignments must be submitted via email, the email message time stamp will be used to determine timeliness. |
| Classroom Citizenship | Students are expected to operate in the classroom in a civil and professional way. Late entries and early exits (unless due to situations conveyed in advance to the instructor) will impact your grade for classroom participation. Similarly, when working with classmates on collaborative projects outside the classroom, students are expected to work with their peers in a cooperative manner. |
| UT Dallas Syllabus Policies and Procedures | <i>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.</i> <i>Please go to http://go.utdallas.edu/syllabus-policies for these policies.</i> |
| AccessAbility | The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the Office of Student AccessAbility, located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: studentaccess@utdallas.edu and website is https://studentaccess.utdallas.edu . To receive academic accommodations for this class, please obtain the proper Office of Student AccessAbility letter of accommodation and meet with me at the beginning of the semester. |

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

Acknowledgement of Syllabus

I have received and reviewed this syllabus.

Signed:

Student's Printed Name: _____

Date: _____