

# TECHNICAL COMMUNICATIONS / Intro. to Professional & Technical Writing

ET 625.M1 / ENGL 502.M1

Fall 2025

Wed, 6:10-9:00 PM | Online, Synchronous



*"Professional and technical writers create the small documents that make the world run."*

-Barbara L'Eplattenier

## Welcome to ET 625 / ENGL 502!

In this writing course, you will exercise and improve on your abilities to prepare and present technical information in written and oral form and through electronic means. Students will explore genres and rhetorical situations in tech. comm. across a variety of technological and professional contexts. You will use writing, revision, research, and collaboration to create documents prevalent in technical and professional communication today. Writing intensive.

**Professor: C.C. Hendricks, PhD\*\*Prof. or Dr. Hendricks**



c.c.hendricks@unh.edu



virtual office hrs.:

Tuesdays, 11:00-1:00 PM

I am also available by appointment. Email is the fastest way to contact me.

## LEARNING OBJECTIVES

By the end of this course, you will be able to:

- Demonstrate an understanding of key concepts in technical communication
- Write accurate, precise technical prose for different audiences
- Develop texts that use accessible grammatical, stylistic, and genre conventions
- Use discourse and technology to develop, design, and deliver documents
- Demonstrate an understanding of how technical writing genres, contexts, audiences, and styles operate in your chosen field or profession
- Use popular, scholarly, primary research, and library resources to complete research
- Collaborate effectively as a member of a writing team and revise rhetorically in response to feedback

Syllabus  
Contents

Materials

p. 2

Assignments

pp. 2-5

Grading

pp. 5

Policies

pp. 6-7

Support Svcs.

pp. 7-9



- There are not any required textbooks for this course, as we will be utilizing open-source textbooks.
- I will post resources and readings to our Canvas course site, where you will also submit all assignments for this course. Please reference the course site and [Course Calendar](#) regularly.
- You will need access to a laptop or tablet during class. Laptops can be checked out (and used on campus) at the [UNHM library](#). If you need additional help, please visit the [UNHM IT/Help Desk website](#).

## Curtailed Operations

This course meets synchronously online. The zoom meeting information is available on the Canvas course site. If the university curtails operations due to weather, we will still meet online for our usual class meeting. If you need to be absent due to curtailed operations, please email me asap. If there are any changes made to this policy, I will post an announcement on Canvas about due dates, any make-up work, and (if applicable) as soon as possible. Please make sure you have access to the UNH Alert RAVE system. If needed, sign up for RAVE Alerts [here](#).



## Class Participation

Satisfactory participation involves:

- attending class on time
- making thoughtful, respectful contributions to class discussion and activities
- thoroughly and promptly completing writer's blog activities before and during class
- asking substantial questions
- making room for others to speak
- contributing to small group work

Participation will be calculated as follows:

	Excels = 2 Points	Baseline = 1 Point	Below = 0 Point
Attendance & Punctuality	Attend @ least 94% of meetings on time	Attend @ least 86% of meetings on time	Attend fewer than 86% of class meetings on time
Participation	Verbally participate with meaningful comments and/or contribute to the discussion google doc at least 90% of the time	Verbally participate with meaningful comments and/or contribute to the discussion google doc at least 80% of the time	Do not verbally participate or add to discussion google doc
Writer's Blog Posts	Complete all posts thoroughly and on time	Two or fewer posts missing, three or fewer late	At least three posts missing, and four late

A = 6 points; B = 5 points; C = 4 points; D = 3 points; F = <3 points

## Read Critically

Writers are readers. The readings in this course will introduce genres, arguments, examples, and key concepts, and enlarge context for class discussion. Your class participation depends on your timely, critical reading. For instance, many of the writer's blog posts require you to respond to assigned course readings before attending class.

## Major Projects

Most of the work we complete this semester will be part of three major projects. As in the workplace, these projects will not run consecutively. Rather, they will overlap, and the techniques, skills, and strategies gained from each will inform the others. All of these projects will be completed in parts with multiple drafts that will receive feedback from your peers and me. Assignment sheets and collaboratively designed rubrics for all assignments will be posted on the Canvas course site. If you require print copies, please email me: c.c.hendricks@unh.edu.

### The Professional Development Project

In the Professional Development Project ([Assignment Sheet](#)), you will explore technical writing genres in your field, outline writing conventions based on the genre, audience, and

purpose of a text, and work on job application documents tailored to a specific job/internship opening in your field. In entering different professional environments, you'll need to compile a portfolio of different documents to respond to the needs of your potential employer. To impress employers, you must know who they are and what their company aims to do.

### The Operating Procedures Project

The Instructions Project ([Assignment Sheet](#)) provides us with an opportunity to execute writing to teach, to instruct, to demonstrate, and to document procedures, which is a genre and skill set that almost all professionals engage in. This project will also help us explore the design, usability, and accessibility of multimodal, non-linear texts.

### Collaborative Recommendation Report

The Collaborative Ethics Recommendation Report ([ET 625 and ENGL 502 Assignment Sheet](#)) is a collaborative assignment that will require that you conduct research to conduct a research study in order to make recommendations that address a social justice or ethics issue/controversy relevant in you or your partner(s) professional field. Using primary and secondary research, you will complete a recommendation report to a specific professional audience. This project will officially launch near mid-term and continue to the end of the semester, but I suggest considering ideas, topics, and related issues now. This project involves multiple genres—most notably a substantial proposal and report—and consistent workflow management.

## Self-Evaluation

At the end of the semester, you will submit a self-evaluation ([Assignment Sheet](#)) on your experiences in the course, addressed to me. This genre is common in many professions, and gives you a chance to practice reflection, self-advocacy, and argumentative skills, as you look back on your progress, challenges, and successes in ET 625 or ENGL 502.

## Process Credit

For each project, you will complete drafts and participate in peer review workshops. Each draft and workshop will have specific parameters for satisfactory completion, which I will provide in class and link on the Canvas course site. To receive full process credit, each draft should meet (or exceed) the minimum requirements and be submitted on time and you should attend each workshop prepared and provide meaningful comments to your partner(s) in peer review. **These workshop grades will be averaged together with your draft process grades to account for 15% of your final course grade.**

Each draft and workshop



a process grade of:

- 10/10: meets/exceeds minimum requirements OR
- 7/10: does not meet minimum requirements and/or late OR
- 0/10: not submitted or 5+ days late

## GRADING

Self-Evaluation	5%
Class Participation	10%
Process Credit	15%
Prof. Development Project	20%
Instructions Project	20%
Collab. Recommendation Report	30%

SCALE	
A	100-94
A-	<94-90
B+	<90-87
B	<87-84
B-	<84-80
C+	<80-77
C	<77-74
C-	<74-70
D+	<70-67
D	<67-64
D-	<64-60
F	<60-0

### A Note on Grading

The grade book on the Canvas course site can be misleading. The feedback and process grades I give you on your drafts will help you assess how your final grade is shaping up. You are welcome to meet with me at any time during the semester to discuss your grades and standing in the course.

# ATTENDANCE

As in the workplace, it is essential that you attend class, as the activities, writing workshops, and materials in class will help you to write and revise effective products. Please attend class as much as possible and if you can't attend, please notify me by email either before or as soon as you can after.

You do not need to send me documentation or doctor's notes or share any information that you are not comfortable sharing. To ensure we slow the spread of COVID, **no one should attend class ill and you will not be penalized for missing class due to an illness or suspected illness.** On the first day of class, we will compose a more specific attendance policy together that outlines parameters and potential consequences for excessive absences, which I will then post on the Canvas course site. **If you have five or more unexcused absences, you will no longer be able to pass the course.** I don't anticipate any of you will be in this position, however, so let's all agree to do the work, come to class, and learn a lot together.

If you are a caregiver and need to miss class for reasons associated with your caregiving responsibilities, please email me at any time. In general, the earlier you contact me with any attendance issues, regardless the reason, the easier it is for me to accommodate you while maintaining fair expectations for all students. Students that foresee extended absences for extenuating circumstances should reach out to the Dean of Students (dean.students@unh.edu).

## LATE WORK

As in the workplace, deadlines are important to ensure that action-oriented writing is effective.

Every assignment should be submitted by the target date when possible. Given the multiple-drafting system of the course, keeping up with these dates will ensure that you don't fall behind and become overwhelmed making up drafts. **If you are going to miss the target date, please email me when you will submit it. Assignments submitted late without emailing me will receive half credit. Unless extenuating circumstances arise, no late work will be accepted 5 days after the target date. No extensions will be granted on the final recommendation report.**

## CONFERENCES

We will have in-class conferences, in which the Professor will provide feedback to help direct your revisions. Drafts due on conference days should be completed prior to class time to ensure timely feedback. These days are clearly listed on the course calendar.



Consistent with UNH policy, you should expect to spend a minimum 3 hours of engaged time per week per credit over a 15-week semester. For more information, please see: [Pp111\\_Policy\\_On\\_Credits-And-Degrees.pdf\(neche.org\)](http://Pp111_Policy_On_Credits-And-Degrees.pdf(neche.org)). If you feel as though the workload is untenable, please email me.

# ACADEMIC HONESTY

Correct and ethical documentation is an important skill when reading and writing in academic and professional contexts. Any attempt at plagiarism or misrepresentation will result in a failing grade for the project and, in some cases, for the entire course. For more on plagiarism and misrepresentation, see [UNH's Academic Honesty policy](#), ["Student Rights, Rules, and Responsibilities,"](#) and this [tutorial](#).

Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in this course, even when properly attributed.

The use of automated writing tools is considered plagiarism.

## STUDENT SUPPORT SERVICES

### CONNORS WRITING CENTER (CWC)

The [Connors Writing Center](#), located in Durham, offers one-on-one writing conferences to current UNH students. The CWC offers both in-person and virtual appointments. The online sessions are synchronous (real-time) appointments. The Online Writing Lab (OWL) assists students via asynchronous remote collaboration with qualified writing assistants. To submit a paper to OWL, students can sign in at [unh.mywconline.com](http://unh.mywconline.com) and select the "Online Writing Lab" schedule.

### ACADEMIC ALERTS

"If a faculty member is concerned about your academic performance, they may submit an academic alert. Academic alerts are not punitive. The goal is to provide you with support and resources to support your success."

### ACCOMMODATIONS

According to the Americans with Disabilities Act, each student with a disability has the right to request accommodations from UNH. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) at (603) 862-2607 or [sas.office@unh.edu](mailto:sas.office@unh.edu).

Accommodation letters are created by SAS with the student. Please follow up with your instructors as soon as possible to ensure requested accommodations are implemented.

For more information, visit the [Manchester SAS](#) or [UNH SAS](#) websites.

## UNHM LIBRARY

The UNH Manchester librarians are available to assist you with the research process. Visit the library's website at <https://cps.unh.edu/library> to learn about library services and to search for reliable academic sources. An information literacy librarian will visit our class to help familiarize us with Library resources and databases.

The links below guide you to useful online library resources:

- [Make a Research Appointment](#) with a librarian
- Use the [Library Search Box](#) to find information
- [Reserve a Study Room](#)
- Discover resources for [Citing Sources](#)
- Learn strategies for [Evaluating Sources](#)



## MENTAL HEALTH SERVICES

UNH Manchester offers **free mental health sessions for students**. Services include: free confidential screening & consultation with a licensed mental health therapist; referrals to mental health or substance misuse treatment; and, assistance in understanding how to afford additional treatment.

### To schedule a counseling session:

- visit the [Student Wellness website](#)
- contact the Greater Manchester Mental Health Center, (603) 668-4111

If you or someone you know is experiencing a mental health or substance misuse crisis, you can also contact The National Suicide Prevention Lifeline, (800) 273-TALK/8255, for free, confidential counseling.

## FOOD PANTRY

The UNHM Wildcat Cupboard has pre-packed, non-perishable food items for students located in room 290. If you

have any questions, email

[UNHM.Foodpantry@unh.edu](mailto:UNHM.Foodpantry@unh.edu). For additional food, housing, and financial support services, visit [UNHM's Basic Needs Support site](#).

## RELIGIOUS OBSERVANCE

If you need an accommodation for a religious or cultural holiday or observance, please email me at [c.c.hendricks@unh.edu](mailto:c.c.hendricks@unh.edu) as early in the semester as possible.

## SEXUAL HARASSMENT/ABUSE

UNH requires faculty, staff, peer mentors, tutors and other University members to report any incidents of sexual violence and harassment shared by students.

If you wish to speak to a confidential support service provider:

- see this [list of Privileged Confidential Service Providers/Resources](#)

To report an incident on campus, see Lisa Enright (Room 439; lisa.enright@unh.edu) or Manchester Security. For more information on how to anonymously report incidents of discrimination, hate or harassment:

- visit the [Reporting for Students website](#)

For more on the support resources available to you:

- visit the [Sexual Harassment and Rape Prevention Program's \(SHARPP\) website](#)
- visit the [Manchester YWCA website](#)

## ADD'L OFFICES OF SUPPORT

[The Beauregard Center](#) works closely with underrepresented and ally students to empower their development and growth in order to thrive socially and academically.

[Military and Veteran Services](#) provide the highest quality service and support to Student Veterans, Service Members, and other military-affiliated students such as dependents. They can be reached by phone, (603) 862-0643, or email, UNH.Veterans@unh.edu.

[The Office of International Students and Scholars \(OISS\)](#) provides immigration support and programs to bring international, campus and local communities together. For more, email oiss@unh.edu.