COMS 2302: Professional and Technical Communication for Science and Engineering
Semester/Year
*Business and Communication courses may not be substituted for credit for this course.

Instructor:
Office:
Phone:
Mailbox:
E-mail:
(UTA policy states that all students/faculty/staff use UTA e-mail for official university correspondence.)
Office Hours:

Class meeting times/days:
Classroom:

**The instructor reserves the right to change ANY information contained in this document. Adequate notice will be given to students during the semester in the event any changes are required.

Required Materials
Textbook

Course Materials/Requirements
882E scantrons for the three exams, a SDHC UHS-1 Card 8 GB for video (SanDisk extreme HD video recommended) for recording presentations, and commit to some outside class meeting with a group. Thirty or more earned hours; ENGL 1302.

Course Description
Theory and practice in written and oral communication with an emphasis on communication for science and engineering.

Student Learning Outcomes
1. To gain an overview and practical understanding of the principles of interpersonal and organizational communication
2. To learn how to successfully develop and present informative and persuasive material to an audience using appropriate visual aids.
3. To develop skills in resume writing and employment interviewing.
4. To gain proficiency in writing letters, memos, and other forms of electronic business communication, as well as mastering conciseness, grammar, punctuation, tone, and style.
5. To gain proficiency in writing and presenting formal proposals and reports through collaboration with peers.
Attendance Policy
As you will soon find in the professional world, punctuality and attendance are vital to success. Likewise, students should attend class to learn theory and practical applications of writing and speaking. In addition to learning and applying theory, your attendance is crucial as you will serve as support/audience for your peers during oral presentations.

Attendance will be taken each day at the beginning of class (within the first 5 minutes). If you are not in class when I take attendance you will be counted absent. For those enrolled in the MWF class, you will be granted three unexcused absences. For those enrolled in the TR class, you will be granted two unexcused absences. For each additional unexcused absence after that, one percentage point will be deducted from your final grade. It is your responsibility to bring in any official documentation for excused absences (see “Late Work/Missed Speeches” below).

**Only tuition paying students are allowed to attend class. Any visitors must be approved by the instructor in advance.**

Late Work/Missed Speeches and exams
Late work will be accepted at the discretion of the instructor. If accepted, points will be deducted for late and/or missed assignments, exams, and speeches that do not have a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty).

Assignments/Grading

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grading Scale</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Tests</td>
<td>45%</td>
<td></td>
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<tr>
<td>Informative Speech</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Collaborative Persuasive Presentation and Report</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Business Messages</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>5%</td>
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**Informative Speech:** In this presentation you will work to increase audience awareness and/or understanding of a topic through the development of a message following one of the key informative organization patterns. Topics must be related to your major (new developments in your field, research, current trends, etc.). The focus will be on structure, strength of evidence/support, credibility of sources, and audience analysis. In addition to building upon foundational extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.)

**Collaborative Persuasive Presentation and Report:** In this presentation you will work in teams of 3 – 4 to motivate your audience to action. Your group will create a proposal following a problem-solution format. Your proposed solution should be related to your field of study. Analysis of the problem/issue and development of an appropriate solution communicated in both written
and oral forms should follow specific requirements discussed in class. The focus will be on development of your persuasive message according to Monroe’s Motivated Sequence, strength of evidence/support, credibility of sources, and audience analysis. In addition to building upon extemporaneous public speaking skills, useful and well-presented visual aids are required in the group presentation. Although complementary, the written report will follow its own format and will not be a written version of the presentation.

**Resume:** You are required to write a professional resume (major-related) that you can appropriate for presentation to an employer. The mechanics of a resume will be covered in class. Engineering students should include their programming languages, operating systems, and projects. Biology students should include their research. All resumes should include the basics as described in the text and discussed in class.

**Business Messages:** Electronic communication; Routine business messages; Positive and Negative messages; Memos.

**Note:**
- **A = 90% - 100%**
- **B = 80% - 89%**
- **C = 70% - 79%**
- **D = 60% - 69%**
- **F = 59% or lower**

### Tentative Schedule of Classes

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<thead>
<tr>
<th>Day</th>
<th>Topic/Activity</th>
<th>Reading Assignment</th>
</tr>
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### Americans with Disabilities Act (ADA)
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 contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

Academic Integrity
At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) “cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts” (UT System Regents’ Rule 50101, §2.2). Suspected violations of academic integrity standards 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 (http://wweb.uta.edu/ses/fao).

Electronic Communication Policy
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.

Final Review Week
A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.
**Student Feedback Survey**
At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.