ENGL 2210 - 502: Professional & Technical Communication Fall 2026

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Office Hours: via Zoom, Mon-Weds. 12pm-1pm and by appointment
Department: UNM Valencia English Department

Catalog Description
This course will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience. Meets New Mexico General Education Curriculum Area 1: Communication. Prerequisite: 1120 or ACT English =>29 or SAT Evidence-Based Reading and Writing =>700.

Credit hour statement:
This is a three-credit-hour course delivered in an entirely online modality over 8 weeks during the Fall 2026 semester. Please plan for a *minimum* of 6 hours per week to learn course materials and complete assignments.

Course Objectives
Throughout the semester, students will:

- Choose professional communication appropriate for audiences and situations.
- Write in different genres of professional communication.
- Identify the purpose of work-related communication and assess the audiences' informational needs and organizational constraints.
- Employ appropriate design/visuals to support and enhance various texts.
- Demonstrate effective collaboration and presentation skills.
- Integrate research and information from credible sources into professional communication.

Course Expectations
Students will be expected to log into Canvas and complete the following each week:

- Check email daily, check Canvas Announcements daily for reminders from professor

Prerequisites and Co-requisites
None

TECHNICAL SKILLS
In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use Canvas effectively (help documentation located in “Help”>”UNM Canvas Help Site” link on left course menu, and also at Online Student Documentation).
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)
- Use Microsoft Office applications
    - Create, download, update, save and upload MS Word documents

    - Download, annotate, save and upload PDF files
- Use the in-course web conferencing tool (Zoom)
- Download and install an application or plug in

TECHNICAL REQUIREMENTS

Computer

- A high-speed Internet connection is highly recommended.
- Supported browsers include: Detailed Supported Browsers and Operating Systems
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many locations offer free high-speed Internet access including UNM's Computer Pods.
- Microsoft Office products are available free for all UNM students (more information on the UNM IT Software Distribution and Downloads page)

For UNM Canvas Technical Support: (505) 277-0857 (24/7) or visit the Canvas Info Site
Canvas outages: Unexpected Canvas system outages are rare but, if they occur, I will advise everyone on how to proceed.

Web Conferencing

Web conferencing will be used in this course for all student meetings and office hour appointments. For the Zoom office hours and/or individual appointments with your instructor, you will need:

- Headphones and a computer mic OR a headset with microphone. Headsets are widely available at stores that sell electronics, at the UNM Bookstore or online.
- A high-speed internet connection is highly recommended for these sessions. Please test your wireless Internet connection for audio and/or video quality prior to web conferencing.
- For UNM Web Conference Technical Help: (505) 277-0857

Tracking Course Activity

Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty. Students that miss the first two weeks' assignments will be dropped from the course, as this is equivalent to being absent beyond the acceptable limit.

Required Textbooks:

For this course, we use an online OER (open educational resource) that is free and online for you to access.

Effective Professional Communication: A Rhetorical Approach by Rebekah Bennetch, Corey Owen, and Zachary Keesey

Required Supplementary Materials:

Every week, there will be videos for you to watch in the corresponding course module. Some videos will be short lectures, others will be from outside sources on the web.

Instructor Response Time

Emailing me (Dr. Perry-Rummel) is the best way to contact me if you have questions. I routinely check the course for postings or emails, Monday (9 am) – Friday (12 pm) and very rarely on the weekend. You can anticipate a 24-to-48-hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Procedures for Completing Coursework
All written work needs to be submitted online, on time, and in MLA format. If you have difficulty using a tool to complete work, please reach out to UNM's Canvas Support immediately and notify your instructor as well. Work must be submitted on time, meaning prior to the set due date. Late work will not be accepted unless the student communicates with the instructor prior to the work being late about an extension.

English 2210 Assignment List

• Discussion Posts (4 @ 5 pts each)	20 points
• Business Letter	10
• Cover Letter/Resume	10
• Corporate Ethics Memo.	10
• Audience Analysis Memo	10
• Website Design Project	10
• Instructions Assignment	10
• Technical Report	10
• Technical Presentation	10
Total Points Possible	**100 PTS (100%)**

Expectations for Participation
This is a three credit-hour course delivered in an entirely online modality over 8 weeks during the Fall 2023 semester. Please plan for a *minimum* of 18 hours per week to learn course materials and complete assignments.
Support: Center for Academic Program Support (CAPS). Many students have found that time management workshops can help them meet their goals (consult CAPS website under "services").

Netiquette
Students will remain kind, respectful, professional, academic, and mindful when posting in weekly discussions. Students will remember that not everyone has the same lived experiences, and they will do their utmost to make all classmates feel welcomed, respected, and appreciated. This includes avoiding humor (humor can be difficult to understand when written, even if the writer means well), capital letters, and being mindful of punctuation. No offensive language or hostile postings will be tolerated. The study of writing requires us to expand our way of thinking. Our course is a safe, welcoming space, and all communications between students and the instructor will be conducted with kindness, respect, tolerance, and mindfulness of the experience of others.

GRADING PROCEDURES
Grades will be determined by students' demonstrated effort, adherence to instructions as detailed on assignment prompts, proper use of MLA format, and timeliness. Analytical writing looks different from person to person, so as long as effort and reflective thinking are demonstrated, work will receive full credit if submitted on time. Discussion board postings or responses that are too brief, exhibit limited reflection or analysis, or do not follow instructions will lose significant points.

Use of generative AI in any writing assignment will result in a 0.

Grading Scale
Final grades will be based on the sum of all possible course points as noted above. Percentage of available points

Grade	
90 -100	A
80 -89	B
70 -79	C
60 -69	D
< 60	F

UNM POLICIES

Title IX: Gender Discrimination

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus. Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: https://policy.unm.edu/university-policies/2000/2740.html.

Support: LoboRESPECT Advocacy Center and the support services listed on its website, the Women's Resource Center and the LGBTQ Resource Center all offer confidential services and reporting.

Accessibility

Accommodations: UNM is committed to providing courses that are inclusive and accessible for all participants. As your instructor, it is my objective to facilitate an accessible classroom setting, in which students have full access and opportunity. If you are experiencing physical or academic barriers, or concerns related to mental health, physical health and/or COVID-19, please consult with me after class, via email/phone or during office/check-in hours (I am not legally permitted to inquire about the need for accommodations). We can meet your needs in collaboration with the Accessibility Resource Center at arcsrvs@unm.edu or by phone (505) 277-3506.

- Canvas Accessibility statement
- Microsoft's Accessibility statement

Academic Misconduct

All work submitted by students should be their own. This course provides creative freedom of responses, and any use of outside sources that are uncited and/or created by generative AI will be viewed as academic dishonesty and will receive a zero. The goal of our course writing assignments is not to be perfect, but to be thoughtful, analytical, and to practice writing in your own voice. You should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

If students fail to submit 2 weeks' worth of assignments and/or do not respond to instructor emails, students will be dropped from the course.

UNM RESOURCES

CAPS Tutoring Services CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.

UNM Libraries

Student Health and Counseling (SHAC) at (505) 277-3136 for any health needs.

LoboRESPECT Advocacy Center (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.

FOR MILITARY-CONNECTED STUDENTS
There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on campus at 505-277-3181, or by email at vrc@unm.edu.

LAND ACKNOWLEDGEMENT
Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.
Resource: Division for Equity and Inclusion.

CITIZENSHIP AND/OR IMMIGRATION STATUS
All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website.

RESPECTFUL AND RESPONSIBLE LEARNING
We all have shared responsibility for ensuring that learning occurs safely and equitably. UNM has important policies to preserve and protect the academic community, especially policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the Student Pathfinder and the Faculty Handbook. Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious consequences.
Support: Center for Academic Program Support (CAPS). Many students have found that time management workshops can help them meet their goals (consult (CAPS) website under "services".

CONNECTING TO CAMPUS AND FINDING SUPPORT
UNM has many resources and centers to help you thrive, including opportunities to get involved, mental health resources, academic support including tutoring, resource centers for people like you, free food at Lobo Food Pantry, and jobs on campus. Your advisor, staff at the resource centers and Dean of Students, and I can help you find the right opportunities for you.