

# Spring 2023 Professional and Technical Communication

Assistant Professor Ana N. June

ENGLISH 2210-501 | CRN 50020 | 3 CREDIT HOURS | JANUARY 16 to MAY 7, 2023



“We are driven by our necessities, which are driven by our situations, which are driven by our decisions, which surprisingly are driven by our necessities. So, what do we make of it? It all begins and ends with understanding the users’ needs.”

~Suyog Ketkar, *The Write Stride*

## WELCOME TO PROFESSIONAL AND TECHNICAL COMMUNICATION!

I'm super excited to work with you this semester!

This semester you will define your writing goals based on your career aspirations, study and practice quality communication strategies, develop important documents, and showcase your work in a final project that you define.

You will read selections from [Effective Professional Communication: A Rhetorical Approach](https://canvas.unm.edu/courses/21752/files/7745725?wrap=1) (<https://canvas.unm.edu/courses/21752/files/7745725?wrap=1>) (also available online [at this link](https://www.oercommons.org/courses/effective-professional-communication-a-rhetorical-approach/view) (<https://www.oercommons.org/courses/effective-professional-communication-a-rhetorical-approach/view>)) and at the end of the semester you will refine your work into a portfolio website. You will also compose or record a reflection on your learning.

This is not an easy class, per se, but anyone who puts forth the effort can ace it. That is my promise to you. I am not looking for perfect writing (is there even such a thing?). I am looking for your effort, willingness, openness, and curiosity.

Let's get to it.

Best,

Ana N. June

Master of Fine Arts in Creative Writing, UNM 2017

Assistant Professor of English

UNM-Valencia campus

[anajune@unm.edu](mailto:anajune@unm.edu) (<mailto:anajune@unm.edu>)

**Zoom student time/office hours:** <https://unm.zoom.us/j/91808058715>

Th 10am-12:30pm

**& by appointment through Calendly** <https://calendly.com/anajune/spring-2023>

If you need to meet with me outside of the above time options [please email me!](mailto:anajune@unm.edu) (<mailto:anajune@unm.edu>)

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### 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.

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### CREDIT-HOUR STATEMENT:

This is a three-credit-hour course delivered in an entirely online modality over 16 weeks during the Spring 2023 semester. Please plan for a *minimum* of 6 hours per week to learn course materials and complete assignments.

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## COURSE DETAILS (alphabetized)

### ASSIGNMENTS IN 2210

During the first week, you'll get acquainted with our classroom and with me, your professor, and write a message to me in which you explore your goals for the semester. **This assignment is required—if you do not turn it in, and do not reach out to me if you have trouble meeting that deadline I will drop you from the class.**

**I do not accept assignments by email for any reason.**

Please always double-check all your assignment submissions to ensure they've uploaded correctly and completely, and save your submission receipts! If Canvas glitches, I will not hold you responsible for any late work, but you **MUST** have proof of the glitch. If you do not get a preview of your submission, try submitting it again. If it still doesn't work, reach out to tech support.

Questions about how I will assess your writing? Email me!

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### ATTENDANCE:

If you signed up for this course, I assume that you plan to log in to Canvas and do the work! Students who miss the first assignments, an entire module, or who do not log in regularly will be dropped. If you're having trouble keeping up for any reason, [please reach out to me](mailto:anajune@unm.edu). (mailto:anajune@unm.edu) I will work with you to the best of my ability but ghosts are not allowed in our class. ;)

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### THE BIG PICTURE OF WHAT WE'LL DO:

Our textbook: [Effective Professional Communication: A Rhetorical Approach](https://canvas.unm.edu/courses/21752/files/7745725?wrap=1) (https://canvas.unm.edu/courses/21752/files/7745725?wrap=1) (also available online [at this link](https://www.oercommons.org/courses/effective-professional-communication-a-rhetorical-approach/view) → (https://www.oercommons.org/courses/effective-professional-communication-a-rhetorical-approach/view).)

- In **Module 1** you will define your writing goals. What career path are you planning, and what sort of writing is expected by practitioners of that discipline?
- **Module 2** takes you into the study and practice of quality communication strategies. You will read selections from our Open Educational Resource textbook and compose reading reflections in your Journal.
- **Module 3** gets into the specifics about important documents, and you will practice composing a variety of documents in your Journal and/or a group discussion.
- **Module 4** is the synthesis. You will begin putting it all together and developing a final project based on one of two pathways: Your Chosen Career or Your Dream Business. You will also compose or record a reflection on your learning.

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### GOALS:

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

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### GRADING AND FEEDBACK:

**NEWSFLASH:** Grades are rarely an accurate representation of learning. That said, I also understand that they are the currency of school and it feels good to see a reward for your efforts. Plus, I'm required to assign you a grade at the end of the semester. So, here's how things work around here: You will earn full credit for each assignment that reflects thought, effort, learning, and rubric alignment. You will also receive feedback on your work when appropriate and you are expected to read or listen/watch that feedback, depending on how I deliver it.

Feedback will often include a next step for you to respond to, so if you do not read or listen/watch that feedback you will be unable to achieve full points for the linked assignment.

The total points possible this semester: 1000. You need to earn at least 73% to pass the class. A C- is *not* a passing grade in college.

Score	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

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### LATE WORK POLICY

Deadlines are a reality you will face your entire life. In our class, deadlines ensure that I can assess and return your work to you so that the feedback is helpful to your learning. It's very hard for me to complete a grading cycle only to have another part of that grading cycle show up in my grading queue. That said, your assignments are due on Sundays at 11:59 pm, but the assignment portal will remain open until I finish grading that particular assignment for everyone. After that, I will close the portal and we will move on. As long as the portal is visible to you, you may turn in your assignment.

If you have an urgent situation that makes it difficult for you to complete your work at any time, please be in touch. I will work with you to support your success by helping determine a new deadline or other accommodation.

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### OUR COMMUNITY:

Before anything else, we are a community of scholars working, thinking, learning, and writing together! To that end, this class will be conducted respectfully at all times. This means that though we might disagree sometimes (in fact, discussion and debate are an important part of a well-rounded education), we will always communicate with respect for each other as human beings.

Kindness is the rule in our class. We will all show respect for each other in every circumstance, and actively honor the risks we take in sharing our experiences through discussions and writing.

I will not tolerate any expressions of racism, homophobia, transphobia, xenophobia, ableism, ageism, classism, sexism, religious prejudice, or any other form of speech or interaction that may in any way diminish another person or people. I will not tolerate such things in anybody's written work either. There are some topics that are not appropriate for debate or written argument, and I am happy to expand on what that means if you're unsure. If you do not know what the terms above mean, please Google them. This applies to any other words you don't know this semester.

If you have a pronoun preference or are at all concerned that you will be misgendered, I invite you to let me know by [email](mailto:anajune@unm.edu) (<mailto:anajune@unm.edu>) or course message.

Our classroom is a safe and dynamic space, and I expect you to respectfully push the boundaries of your ideals, beliefs, and thoughts. I will, in return, protect and respect your personal integrity to every degree possible. If you have any questions about any of this, please let me know.

It is my strict policy to never disclose any student's personal information, including immigration status, to anyone without explicit student consent. All students are welcome in this class regardless of citizenship, residency, or immigration status. I will respect your privacy if you choose to disclose your status. 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: <http://undocumented.unm.edu/>. (<http://undocumented.unm.edu/>)

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## STUDENT TIME/OFFICE HOURS:

Office hours will be held on [Zoom](https://unm.zoom.us/j/91808058715) [↗](https://unm.zoom.us/j/91808058715) (https://unm.zoom.us/j/91808058715) Thursdays from 10 am-12:30 pm. Stop by to discuss your work or progress in our class. You are welcome to just stop by unannounced but priority will be given to students who schedule a time through [Calendly](https://calendly.com/anajune/spring-2023) [↗](https://calendly.com/anajune/spring-2023) (https://calendly.com/anajune/spring-2023). You'll notice, in Calendly, that other dates and times are also available! Feel free to schedule within any available time slots.

If you have an appointment, I will wait for no more than five minutes before I move on to another student. Students who schedule a time to meet with me outside of class typically do better overall!

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## WRITING GUIDELINES:

All of your assignments must be typed and turned in as a Word doc or a PDF. Formatting should align to the specific document design standards. All work must be uploaded to the proper assignment portal in Canvas.

**I do not accept work via email!**

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## POLICIES AND UNIVERSITY SUPPORT (alphabetized)

### 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 hours (I am not legally permitted to inquire about the need for accommodations). We can meet your needs in collaboration with [UNM Valencia Campus community](http://valencia.unm.edu/students/advisement/equal-access-faqs.html) (http://valencia.unm.edu/students/advisement/equal-access-faqs.html) (505) 925-8910 and/or the Accessibility Resource Center (<https://arc.unm.edu/> (<https://arc.unm.edu/>)) at arcsrvs@unm.edu or by phone (505) 277-3506.

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### COVID-19 HEALTH AND AWARENESS:

UNM is a mask friendly, but not a mask-required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's [Administrative Mandate on Required COVID-19 vaccination](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html) (https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html). If you are experiencing COVID-19 symptoms, please do not go to campus. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the [Centers for Disease Control \(CDC\) guidelines](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) [↗](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) (https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html). If you are sick and having trouble keeping up with the coursework in our class, please communicate with me via email ([anajune@unm.edu](mailto:anajune@unm.edu) (<mailto:anajune@unm.edu>)) or Canvas course messaging; I can work with you to provide alternatives for course participation and completion. UNM faculty and staff know that these are challenging times. Please let us know if you need support so that we can connect you to the right resources and please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

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### STUDENT SUPPORT:

[PASOS](https://loborespect.unm.edu/) (https://loborespect.unm.edu/) Resource Center (505) 925-8546, <mailto:pasos@unm.edu> (<mailto:pasos@unm.edu>). The Resource Center is an on-campus center that serves as a "one-stop" for all non-academic needs of UNM-Valencia students.

[UNM Valencia Learning Commons \(tutoring\)](http://valencia.unm.edu/campus-resources/learning-commons/index.html) (http://valencia.unm.edu/campus-resources/learning-commons/index.html)

(<http://valencia.unm.edu/campus-resources/learning-commons/index.html>) Tutoring is available to you in math, science, writing, and other subjects through the Learning Commons: Learning and STEM Centers and Writing Center. In-person tutoring is in these centers in the LRC (the building that also has the library). Tutoring in Zoom and, for writing, through email, is also available. Making use of tutoring is a fantastic way to use your resources and set yourself up to learn deeply and well in your courses. To schedule an appointment, please go to: [Learning Commons Bookings](https://outlook.office365.com/owa/calendar/TESTLearningCommons@unmm.onmicrosoft.com/bookings/) [↗](https://outlook.office365.com/owa/calendar/TESTLearningCommons@unmm.onmicrosoft.com/bookings/) (https://outlook.office365.com/owa/calendar/TESTLearningCommons@unmm.onmicrosoft.com/bookings/). If you are making an email appointment with the Writing Center, email your draft to [tutor@unm.edu](mailto:tutor@unm.edu) (<mailto:tutor@unm.edu>) after you fill out the form above. If you have difficulty with the scheduling link above, would like an appointment in a subject not listed at that link, or have a question, email [tutor@unm.edu](mailto:tutor@unm.edu) (<mailto:tutor@unm.edu>). You'll get answers during business hours Monday through Friday. The webpage, with more

details about available hours, is here: [Learning Commons: Tutoring Services webpage. \(https://valencia.unm.edu/campus-resources/learning-commons/index.html\)](https://valencia.unm.edu/campus-resources/learning-commons/index.html)

[Student Health and Counseling \(http://shac.unm.edu/\)](http://shac.unm.edu/) (SHAC at UNM Albuquerque) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.

[LoboRESPECT Advocacy Center \(https://loborespect.unm.edu/\)](https://loborespect.unm.edu/) (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.

We all have shared responsibility for ensuring that learning occurs safely, honestly, and equitably. Submitting material as your own work that has been generated on a website, in a publication, by an artificial intelligence algorithm, by another person, or by breaking the rules of an assignment constitutes academic dishonesty. It is a student code of conduct violation that can lead to a disciplinary procedure. *Please ask me for help in finding the resources you need to be successful in this course. I can help you use study resources responsibly and effectively.* Off-campus paper writing services, problem-checkers and services, websites, and AIs can be incorrect or misleading. Learning the course material depends on completing and submitting your own work. UNM preserves and protects the integrity of the academic community through multiple policies including policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the *Student Pathfinder* (<https://pathfinder.unm.edu>) and the *Faculty Handbook* (<https://handbook.unm.edu>).

Connecting to Campus and Finding Support: UNM has many resources and centers to help you thrive, including [opportunities to get involved \(https://sac.unm.edu/\)](https://sac.unm.edu/), [mental health resources \(https://mentalhealth.unm.edu/\)](https://mentalhealth.unm.edu/), [academic support including tutoring \(http://valencia.unm.edu/campus-resources/learning-commons/index.html\)](http://valencia.unm.edu/campus-resources/learning-commons/index.html), [resource centers \(http://valencia.unm.edu/campus-resources/pasos/pasos-resource-center/index.html\)](http://valencia.unm.edu/campus-resources/pasos/pasos-resource-center/index.html) for people like you, free food at [Valencia Campus Food Pantry \(https://loborespect.unm.edu/services/lobo-food-pantry.html\)](https://loborespect.unm.edu/services/lobo-food-pantry.html), and [jobs on campus \(https://stuemp.unm.edu/\)](https://stuemp.unm.edu/). Your [advisor \(https://valencia.unm.edu/students/advisement/index.html\)](https://valencia.unm.edu/students/advisement/index.html), staff at the [resource centers \(http://valencia.unm.edu/campus-resources/pasos/pasos-resource-center/index.html\)](http://valencia.unm.edu/campus-resources/pasos/pasos-resource-center/index.html) and [Academic Affairs Office \(https://valencia.unm.edu/academics/academic-affairs/index.html\)](https://valencia.unm.edu/academics/academic-affairs/index.html), and I can help you find the right opportunities for you.

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" 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 and reporting, please see: <https://policy.unm.edu/university-policies/2000/2740.html> (<https://policy.unm.edu/university-policies/2000/2740.html>).

Support: [LoboRESPECT Advocacy Center \(https://loborespect.unm.edu/\)](https://loborespect.unm.edu/), the [Women's Resource Center \(https://women.unm.edu/\)](https://women.unm.edu/), and the [LGBTQ Resource Center \(http://lgbtqrc.unm.edu/\)](http://lgbtqrc.unm.edu/) all offer confidential services.















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## TITLE IX:

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> (<https://policy.unm.edu/university-policies/2000/2740.html>).

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# Course Summary:

Date	Details	Due
Sun Jan 22, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/469600">Introduce yourself!</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/469600">https://canvas.unm.edu/courses/21752/assignments/469600</a> )	due by 11:59pm
	 <a href="https://canvas.unm.edu/courses/21752/assignments/486937">W.2. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/486937">https://canvas.unm.edu/courses/21752/assignments/486937</a> )	due by 11:59pm
Sun Jan 29, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/462048">Goals Message</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/462048">https://canvas.unm.edu/courses/21752/assignments/462048</a> )	due by 11:59pm
	 <a href="https://canvas.unm.edu/courses/21752/assignments/488354">Syllabus Quiz</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/488354">https://canvas.unm.edu/courses/21752/assignments/488354</a> )	due by 11:59pm
Sun Feb 12, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487423">W.4. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487423">https://canvas.unm.edu/courses/21752/assignments/487423</a> )	due by 11:59pm
Sun Feb 26, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487427">W.6. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487427">https://canvas.unm.edu/courses/21752/assignments/487427</a> )	due by 11:59pm
Sun Mar 12, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487447">W.8. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487447">https://canvas.unm.edu/courses/21752/assignments/487447</a> )	due by 11:59pm
Sun Mar 26, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487450">W.10. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487450">https://canvas.unm.edu/courses/21752/assignments/487450</a> )	due by 11:59pm
	 <a href="https://canvas.unm.edu/courses/21752/assignments/487453">W.12. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487453">https://canvas.unm.edu/courses/21752/assignments/487453</a> )	due by 11:59pm
Sun Apr 9, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/485021">Your Course Journal</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/485021">https://canvas.unm.edu/courses/21752/assignments/485021</a> )	due by 11:59pm
	 <a href="https://canvas.unm.edu/courses/21752/assignments/487560">PROJECT 1</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487560">https://canvas.unm.edu/courses/21752/assignments/487560</a> )	due by 11:59pm
Sun Apr 23, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487454">W.14. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487454">https://canvas.unm.edu/courses/21752/assignments/487454</a> )	due by 11:59pm
	 <a href="https://canvas.unm.edu/courses/21752/assignments/487457">W.16. Bi-Weekly Discussion</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487457">https://canvas.unm.edu/courses/21752/assignments/487457</a> )	due by 11:59pm
Sun May 7, 2023	 <a href="https://canvas.unm.edu/courses/21752/assignments/487561">PROJECT 2</a> ( <a href="https://canvas.unm.edu/courses/21752/assignments/487561">https://canvas.unm.edu/courses/21752/assignments/487561</a> )	due by 11:59pm