# English 2311:
# Technical and Business Writing
# Fall 2025

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Office:         CAS 243
Office Hours:   T/R 12:30-2:00 and by appointment
Section:        061—this is an asynchronous online class

## Course Overview
The course description and learning outcomes are per the Texas Higher Education Coordinating Board *Lower-Division Academic Course Guide Manual*.

## Course Description
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

## Learning Outcomes
Upon successful completion of this course, students will:

- Recognize, analyze, and accommodate diverse audiences
- Produce documents appropriate to audience, purpose, and genre
- Analyze the ethical responsibilities involved in technical communication
- Locate, evaluate, and incorporate pertinent information
- Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate
- Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling
- Design and test documents for easy reading and navigation

## Textbook
Open Access Educational Resources are used in this class. There is no textbook to buy.

# Course Grade
For information on assignments, see Canvas.

| Component | Percent of Course Grade |
|---|---|
| Emails | 15% |
| Employment Genres | 20% |
| Informative Memo Report | 30% |
| Infographic | 10% |
| End of Semester Reflection | 10% |
| Writing Process Work | 15% |

## Grade Scale
A  90%  to 100%  of possible points
B  80%  to  89%  of possible points
C  70%  to  79%  of possible points
D  60%  to  69%  of possible points
F   0%  to  59%  of possible points

## Minimum Requirement to Earn a C
To earn a C or above in the class, students must earn a C or above on all grade components. A grade of D or F on emails, employment genres, the informative memo report, the infographic, end of semester reflection, or for writing process work will result in the grade for the class being no higher than a D.

## Extra-Credit Work
There is no extra credit work in this course.

## Writing Process Work
Writing Process work is submitting drafts of assignments, submitting worksheets, and so on. Process work is graded as complete or incomplete which is how Canvas handles pass/fail grading:

Complete:     Meets expectations and is submitted on time
Incomplete:  Does not meet expectations and/or is not submitted on time

In most cases, process work cannot be revised or submitted after the due date. There may be situations which warrant an exception to this policy—see "Missed Work." Recurring process work that is graded as incomplete precludes exceptions.

## Public Writing
I will use student work to discuss what is working well and areas for improvement. If you would like me to not use a particular draft, please let me know.

## Submitting Assignments

Assignments have to be submitted to the correct drop box in Canvas. With the exception of the infographic, assignments have to be submitted as a Word document. Do not zip your files or submit a PDF. Assignments that do not adhere to these requirements will be graded a 0.

For a free copy of Microsoft Office, including Word, click here.

## Missed Work

If you see that you will miss, or you do miss, a week or more of class work due to an illness or a significant life event, contact me ASAP. I will discuss the situation with you to determine if you can keep up with the class. Documentation may be required.

For relevant UTT policies, see the UTT policy on "Class Attendance/Excused Absences," and the UTT policy on withdrawals including "Medical Withdrawal/Course Load Reduction."

## Late Policy

Unless there are extenuating circumstances, final drafts of assignments that are submitted after the due date will be reduced one letter grade. Extenuating circumstances are circumstances beyond your control. For example, illnesses and emergencies that impact your ability to work on an assignment. Documentation may be required to verify extenuating circumstances.

## Class Communication

Please use Canvas messages to contact me. Per the UTT Email Policy, I will not reply to emails sent from non-UTT email addresses.

Canvas messages and emails should provide a succinct overview of the topic and should have complete sentences and reasonably correct grammar. In the subject line list the class (ENGL-2311), your name, and a topic.

### Announcements in Canvas

I will use announcements in Canvas to communicate essential information. It is your responsibility to read and utilize the information in announcements.

For a tutorial on announcements, click here. To manage notifications, click on "Canvas notifications" in the blue box at the top of the page. For help in resetting notifications, click on the help button on the left-hand side of your UTT Canvas home page (the question mark in a circle) and call the "Canvas Support Hotline (Students)."

## Required UTT AI Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool.

Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

## AI Use in this Course

We will experiment with using AI writing assistants to generate, revise, and edit drafts of assignments. As we do so, I will explain how to use AI writing assistants and how to acknowledge that help. Do not use AI writing assistants other than as per my stipulations.

Any assignment, including drafts and other writing process work, with AI-generated content and/or AI-revised or edited content, other than as permitted via explicit class instructions, will be submitted to the Office of Student Conduct and Intervention for a scholastic dishonesty violation.

To comply with the class AI policy, you will need to disable Copilot in Word and the "Help Me Write" and "Smart Compose" in Google Docs. You will also need to only use Grammarly and similar tools with acknowledgment and only for certain assignments.

## Academic Dishonesty & Disruptive Behavior

This class has a **Zero Tolerance Policy** for academic dishonesty. Any act of academic dishonesty will result in immediate failure of the entire course and will be reported to the Office of Student Conduct and Intervention. For the UTT definition of "academic dishonesty," see "University Policies and Information" in the UT Tyler Syllabus Module.

Disruptive behavior will be reported to the Office of Student Conduct and Intervention and may result in failing the class and/or University sanction. For the UTT definition of "disruptive behavior," see "University Policies and Information" in the UT Tyler Syllabus Module.

**Using Work from Other Classes**
From the UTT Manual of Policies and Procedures for Student Affairs Chapter 8. Student Conduct and Discipline:

Sec. 8-802. Academic Dishonesty
b. "Academic Dishonesty" includes, but is 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 without giving sufficient credit, taking an examination for another person, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to: **submission of essentially the same written assignment for two courses without the prior permission of the instructor**, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. (Emphasis added)

Before you draw on research, written work, or any other work from another class for any assignment in ENGL 2311, consult with me.

## Required UT Tyler Policies & Information
See "University Policies and Information" in the UT Tyler Syllabus Module.

## Tentative Course Calendar
The schedule is subject to change. See Canvas for up-to date assignment due dates and for writing process work due dates.

| Time Frame | Assignment | Graded Draft Due |
|---|---|---|
| Weeks 1-5 | Employment Genres | Sunday 9-28 |
| Weeks 6-10 | IMR | Sunday 11-2 |
| Weeks 11-13 | Infographic | Sunday 11-23 |
| Week 15 | End of Semester Reflection | Wednesday 12-10 |

**Key Dates**
Sept 8       Census Date
Nov 4        Last Day to Drop (UTT Drop Policy)
Nov 24-28  Thanksgiving Holiday

## Syllabus Changes
Per the UTT Syllabus Policy: "The information contained in the syllabus, other than the grading criteria and absence and make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students."