



Syllabus | ENGL 2311: Technical & Business Writing

Course/Section: ENGL 2311.063
Class Dates: January 12 - May 2 (Spring 2026)
Delivery: Online
Time/Location: Asynchronous/Online

Instructor Information

Name: **Dr. Billy Cryer**
Email: bcryer@uttyler.edu **NOTE:** Please contact me at my UT Tyler email rather than using the Canvas Inbox feature.
Phone: 936-244-9970
Office Hours: MW: 8:00am-9:00am
F: 2:00pm-3:00pm
Or by appointment
Office Location: CAS 233

Course Overview

(Three semester credit hours): 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.

Course Learning Outcomes

In this course, students will strengthen their knowledge and abilities in the following areas:

- 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

Required Text(s) and Materials

- Open Access Educational Resources are used in this class. There is no textbook to purchase.

Important Dates

First Class Day: **Monday, January 12**
Census Date/Last Day to Drop without Record: **January 26**
Mid-Term Grades Due: **March 9**
Last Day to Drop a Course: **March 30**

Last Class Day: **N/A**
Final Exam: **N/A**
Final Grades due: **Tuesday, May 5, by 12:00pm**

Assignments Overview

| Units | Percentage |
|----------------------------------|-------------|
| Unit 1 - Workplace Communication | 18% |
| Unit 2 - Professional Dossier | 20% |
| Unit 3 - Visual Representation | 17% |
| Unit 4 - Team Business Proposal | 35% |
| Student-Teacher Conferences | 10% |
| Total | 100% |

Note: Students cannot pass the course if they fail to submit any of the major writing projects.

Grading Scale

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and below

Instructor's Course Policies

Class Attendance: As this is an online course, attendance is demonstrated by participation in the class discussion forums. If you have extenuating circumstances that may affect participation, please communicate with me so that we can discuss options.

Revisions: To produce effective writing often requires revising and even rewriting. As such, in this course I will ask you to revise all of your assignments after receiving my feedback. I allow students to revise and resubmit all writing assignments multiple times—with the exception of the final project—for a higher grade. The considerable feedback I provide on student work is a reflection of my commitment to your growth as a reader and writer. Please honor this commitment of my time and effort by revising your work when requested.

Late Work: Please turn in all work by the due date. Late assignments will be docked 10% for each day over the due date the assignments are late.

Canvas: All your assignments will be submitted to Canvas. If you cannot log into Canvas, contact the Office of Digital Learning via phone at **903-566-6200** or via e-mail at

canvas@uttyler.edu. You may have difficulty viewing my feedback on your papers in Canvas if using a cell phone—you'll need to use a laptop or PC to view all my feedback in Canvas without problems.

E-mail: E-mail is my preferred method of communication. Generally, I make an effort to reply to email inquiries within 24 hours, unless you email during the weekend. Please check your email once a day, as I send out regular reminders about assignment due dates.

Use of Artificial Intelligence

AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required. This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.

Note: 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.

UT Tyler Policies and Information

See "University Policies and Information" in the course Canvas shell.

Student Resources

See "Student Resources" in the course Canvas shell.

Course Calendar

Note: This schedule may change with reasonable advance notice, per university policy.

| Week | Topics/Activities | Assignments Due |
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| Week 1 January 12-18 | <ul style="list-style-type: none"> • Introduction to course • Overview of Unit 1 • Genres and conventions of workplace writing | Due by Thursday (January 14) <ul style="list-style-type: none"> • Self-Introductions Due by Sunday (January 18) <ul style="list-style-type: none"> • Email |
| Week 2 January 19-25 | <ul style="list-style-type: none"> • Genres and conventions of workplace writing, cont'd | Due by Sunday (January 25) <ul style="list-style-type: none"> • Formal Letter |
| Week 3 January 26- February 1 | <ul style="list-style-type: none"> • Genres and conventions of workplace writing, con'd | Due by Sunday (February 1) <ul style="list-style-type: none"> • Workplace Memo |
| Week 4 February 2-8 | <ul style="list-style-type: none"> • Overview of Unit 2 • Professional Dossier | Due by Wednesday (February 4) <ul style="list-style-type: none"> • Sign up for Round 1 Conferences Due by Sunday (February 8) <ul style="list-style-type: none"> • Resume |
| Week 5 February 9-15 | <ul style="list-style-type: none"> • Round 1 Conferences (Individual Student-Teacher Meetings - February 9-13) | Due by Sunday (February 15) <ul style="list-style-type: none"> • Extra Credit: LinkedIn Profile |
| Week 6 February 16-22 | <ul style="list-style-type: none"> • Professional Dossier, cont'd | Due by Saturday (February 22) <ul style="list-style-type: none"> • Cover Letter |
| Week 7 February 23-March 1 | <ul style="list-style-type: none"> • Overview of Unit 3 • Visual Representation | |
| Week 8 March 2-8 | <ul style="list-style-type: none"> • Visual Representation, cont'd | Due by Sunday (March 8) <ul style="list-style-type: none"> • Proposal - Visual Representation Project |
| Week 9 March 9-15 | Spring Break | |
| Week 10 March 16-22 | <ul style="list-style-type: none"> • Visual Representation, cont'd | Due by Sunday (March 22) <ul style="list-style-type: none"> • Visual Representation Project + Reflection |
| Week 11 March 23-29 | <ul style="list-style-type: none"> • Overview of Unit 4 • Hold Team Meetings | Due by Sunday (March 29) <ul style="list-style-type: none"> • First Team Project Meeting |
| Week 12 March 30-April 5 | <ul style="list-style-type: none"> • Locating sources • Synthesizing information • Citing sources | Due by Wednesday (April 1) <ul style="list-style-type: none"> • Sign up for Team Progress Meeting (Round 2) |

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| | | <p>Conferences)</p> <p>Due by Sunday (April 5)</p> <ul style="list-style-type: none"> • Team Project Plan with Sources |
| <p>Week 13 April 6-12</p> | <ul style="list-style-type: none"> • Round 2 Conferences (Team Progress Meetings - April 6-10) | |
| <p>Week 14 April 13-19</p> | <ul style="list-style-type: none"> • Team Business Projects | <p>Due by Sunday (April 19)</p> <ul style="list-style-type: none"> • Partial Draft - Team Business Proposal (Title, Purpose, Summary, & Introduction) |
| <p>Week 15 April 20-26</p> | <ul style="list-style-type: none"> • Finalize Business Proposal • Work on Team Assessment Survey | |
| <p>Week 16 April 27-May 1</p> | | <p>Due by Wednesday (April 29)</p> <ul style="list-style-type: none"> • Team Business Proposal (Full Draft) • Team Assessment Survey |