



Syllabus | ENGL 2311: Technical & Business Writing

Course/Section: ENGL 2311.461
Class Dates: July 7 - August 9 (Summer II 2025)
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: 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 buy.

Important Dates

First Class Day: **Monday, July 7**
Census Date/Last Day to Drop without Record: **Thursday, July 10**
Mid-Term Grades Due: **N/A**
Last Day to Drop a Course: **Thursday, July 29**
Last Class Day: **Saturday, August 9**
Final Exam: **N/A**
Final Grades due: **Tuesday, August 12 by 12:00pm**

Assignments Overview

Assignments	Percentage
Unit 1 - Workplace Communication	18%
Unit 2 - Professional Dossier	20%
Unit 3 - Team Business Proposal	40%
Reflection Report	12%
Student-Teacher Meetings	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. Failure to participate in class discussion forums will result in an absence for the week. More than 2 absences will result in automatic failure of the course. If you have extenuating circumstances that may affect participation in class, 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

I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

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
Week 1 July 7-13	<ul style="list-style-type: none">• Introduction to course• Overview of Unit 1• Genres and conventions of workplace writing	Due by Wednesday (July 9) <ul style="list-style-type: none">• Self-Introductions• Email Due by Sunday (July 13) <ul style="list-style-type: none">• Formal Letter• Workplace Memo
Week 2 July 14-20	<ul style="list-style-type: none">• Overview of Unit 2• Application materials for employment• Round 1 Conferences (Individual Student-Teacher Meetings - July 14-16)	Due by Wednesday (July 16) <ul style="list-style-type: none">• Resume Due by Sunday (July 20) <ul style="list-style-type: none">• Cover Letter

Week 3 July 21-27	<ul style="list-style-type: none"> • Overview of Unit 3 • Locating sources • Synthesizing information • Citing sources 	Due by Wednesday (July 23) <ul style="list-style-type: none"> • Team Project Plan Due by Sunday (July 27) <ul style="list-style-type: none"> • Annotated Bibliography
Week 4 July 28 - August 3	<ul style="list-style-type: none"> • Round 2 Conferences (Team Progress Meetings - July 28-29) Dr. Cryer at Conference July 30-August 4	Due by Wednesday (July 30) <ul style="list-style-type: none"> • Title, Purpose, Summary, & Introduction (Business Proposal) Due by Sunday (August 3) <ul style="list-style-type: none"> • Team Progress Meeting
Week 5 August 4-9	<ul style="list-style-type: none"> • Finalize Business Proposal • Work on Reflection Report 	Due by Wednesday (August 6) <ul style="list-style-type: none"> • Team Business Proposal (Full Draft) Due by Saturday (August 9) <ul style="list-style-type: none"> • Reflection Report