



Syllabus | ENGL 2311: Technical & Business Writing

Course/Section: ENGL 2311.061
Class Dates: August 24 - December 12 (Fall 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: TuTh: 2:00pm-3:30pm
Or by appointment
Office Location: CAS 243

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, August 24**
Census Date/Last Day to Drop without Record: **September 8**
Mid-Term Grades Due: **October 19**
Last Day to Drop a Course: **October 30**
Last Class Day: **N/A**
Final Exam: **N/A**
Final Grades due: **December 15, by 12:00pm**

Assignments Overview

Units	Percentage
Unit 1 - Workplace Communication	22%
Unit 2 - Professional Dossier	16%
Unit 3 - Team Business Proposal	36%
Unit 4 - Visual Representation	16%
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
Week 1 August 24-30	• Introduction to course • Overview of Unit 1 • Genres and conventions of workplace writing	Due by Wednesday (August 26) • Acknowledgment of Syllabus and Course Policies • Self-Introductions

		Due by Sunday (August 30) Email
Week 2 August 31- September 6	Genres and conventions of workplace writing, cont'd	Due by Sunday (September 6) Formal Letter
Week 3 September 7-13	Genres and conventions of workplace writing, con'd	Due by Sunday (September 13) Workplace Memo
Week 4 September 14-20	- Overview of Unit 2 - Professional Dossier	Due by Wednesday (September 16) - Sign up for Round 1 Conferences Due by Sunday (September 20) - Resume
Week 5 September 21-27	Round 1 Conferences (Individual Student-Teacher Meetings - September 21-25)	Due by Sunday (September 27) Extra Credit: LinkedIn Profile
Week 6 September 28-October 4	Professional Dossier, cont'd	Due by Sunday (October 4) Cover Letter
Week 7 October 5-11	- Overview of Unit 4 - Hold Team Meetings	Due by Sunday (October 11) Hold First Team Project Meeting
Week 8 October 12-18	- Locating sources - Synthesizing information - Citing sources	
Week 9 October 19-25	Team Business Proposal, cont'd	Due by Wednesday (October 21) Team Project Plan with Sources
Week 10 October 26- November 1	Team Business Proposal, cont'd	Due by Wednesday (October 28) Sign up for Team Progress Meeting (Round 2 Conferences)
Week 11 November 2-8	Round 2 Conferences (Team Progress Meetings - November 2-6)	Due by Sunday (November 8) Partial Draft - Team Business Proposal (Title, Purpose, Summary, & Introduction)
Week 12 November 9-15	- Finalize Business Proposal - Work on Team Assessment Survey	Due by Sunday (November 15) Team Business Proposal (Full Draft)

		Team Assessment Survey
Week 13 November 16-22	- Overview of Unit 3 - Visual Representation	Due by Sunday (November 22) Proposal - Visual Representation Project
Week 14 November 23-29	Thanksgiving Week	
Week 15 November 30 - December 6	Visual Representation, cont'd	Due by Sunday (December 6) Visual Representation Project + Information Audit
Week 16 December 7-12	Finals Week No Final Exam	