

English 2311 Technical and Business Writing Spring 2020

Instructor: **Professor Milovich**
Email: kmilovich@uttyler.edu
Section: 062

The Course Description and Learning Outcomes are per the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual Spring 2020.

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 of 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; and
- design and test documents for easy reading and navigation.

Meeting Times/Room

This class is an online class.

Required Textbook

Markel, Mike, and Stuart A. Selber. *Technical Communication*. Twelfth edition, Bedford/St. Martins, 2018.

Course Grade

Assignment	Percent of Course Grade
LU #1	20%
LU #2	20%
LU #3	20%
LU #4	20%
Discussion Board Posts	10%
Final Reflection	10%

Failure to turn in a graded draft of the assignment for any Learning Unit (LU) will result in an 'F' for the class without exception.

Criteria for Papers and Presentation

Rubrics with grading criteria exist for each Learning Unit.

Grade Scale

A = 90-100

B = 80- 89

C = 70- 79

D = 60- 69

F = 0- 59

Extra-Credit Work

There is no extra credit work in this course.

Contacting Me

Please do not hesitate to let me know if you are having difficulties with the course or have questions. Often an email exchange will alleviate confusion or anxiety.

The best way to contact me is via UTT email (kmilovich@uttyler.edu), preferably UTT Canvas email.

Email Protocol

Per the [UTT Email Policy](#), I will reply only to emails sent from UTT email addresses.

Please include in your email subject line: ENGL 2311—062 and a topic.

Write your emails using complete sentences, correct grammar, and a succinct overview of the topic.

I usually respond to emails and Canvas messages within 24 hours except for emails and messages sent between Friday afternoon and Monday morning. I usually respond to those emails and messages Monday afternoon or Tuesday.

Late/Poor-Quality Work

Building Blocks Five (5) point reduction for each Building Block that is not submitted in Canvas by the deadline.

Peer-Review Drafts Ten (10) point reduction if the first draft is not submitted in Canvas by the deadline.

Graded Drafts Ten (10) point reduction if the final draft is not submitted in Canvas by the deadline.

Reflection Ten (10) point reduction if the Final Reflection is not submitted in Canvas by the deadline.

Possible Exceptions

There may be situations which warrant consideration for exceptions to this policy. Minimal engagement in the class, repeated missed deadlines, and/or poor-quality work precludes consideration for exceptions to the above point reductions.

Scholastic Dishonesty

This class has a Zero Tolerance Policy for scholastic dishonesty. Any deliberate act of scholastic dishonesty will result in immediate failure of the entire course and will be reported to the Office of Student Conduct and Intervention. Scholastic dishonesty is defined below in “Student Standards of Academic Conduct” in “Required UT Tyler Policies & Information.”

Submitting Assignments

All assignments will be submitted in the Assignments area in Canvas. Assignments that are emailed do not count for a grade. If you use the wrong drop box or I cannot open your assignment, the assignment is late. Do not zip your files.

All assignments must be in a .doc or .docx Word file. For a free copy of Microsoft Office, including Word, [click here](#).

Format

Unless otherwise specified, the format for all assignments is:

- Block format: text left justified, single spaced, one line between paragraphs
- Times New Roman 12 pt. font
- 1" margins all around
- One space after periods

For assignments that do not require you to follow an example in the book, or that do not have a template in the prompt, use this template:

Title (in 14 pt. font centered on the first page)

Sue Smith (your name)

ENGL 2311-062

18 September 2019 (date you submit the assignment)

Peer Review Draft of LU #1 (name of what you are submitting)

Remember to change the date and draft designation when you submit the final drafts.

Unless otherwise specified, assignments comprised of more than one page should have page numbers with your name. The information should be in Times New Roman 10 pt. font and consist of your last name and the page number in the upper right hand corner.

Additional Course Information

Announcements in Canvas

I will use the Announcement feature in Canvas. For a tutorial on making sure that you receive announcements, [click here](#) and see the "Announcements" chapter linked in the menu on the right.

On Course

This course is powered by OnCourse, UT Tyler's academic support system which focuses on any-time, any-place, and any-device course related support resources to improve students' academic performance and engagement in learning. The OnCourse suite of course level supports will include on-demand video lectures, podcasts, notes, and transcripts. In addition, OnCourse may also include tutorials from faculty and peers, 24/7 access to course-specific tutoring services, and quick links to advising, library, student services, and other student-centered resources to support their success. The OnCourse suite of course level supports were funded by UT System's Student Success Quantum Leap.

Syllabus Changes

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.

Required UT Tyler Policies & Information**UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> , the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](tel:903.566.7254) (903.566.7254)