# English 2311:
# Technical and Business Writing
# Fall 2024

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Office:          CAS 248
Office Hours:  T/R 9:45-10:45; T 12:30-1:30, 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* Spring 2021.

## 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 the assignment prompts and grading criteria in Canvas.

| Component | Percent of Course Grade |
|---|---|
| Proposal | 10% |
| Outline | 15% |
| Informative Memo Report (IMR) | 30% |
| Poster Presentation | 15% |
| Reflection | 15% |
| Engagement | 15% |

**There is no extra credit work in this course.**

### Engagement

Engagement is submitting drafts of assignments and responding to required discussion board posts. Engagement 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, engagement work cannot be revised or submitted after the due date. There may be situations which warrant an exception to this policy—see "Missed Work Policy." Recurring engagement work that is graded as incomplete precludes exceptions.

### 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 the proposal, outline, IMR, poster presentation, reflection, or for engagement will result in the grade for the class being no higher than a D.

### Revision

The proposal, outline, informative memo report, and poster presentation may be revised for a potential higher grade. Due dates for revised assignments will be announced. A Zoom conference may be required to discuss revisions.

The graded draft of the reflection cannot be revised.

# Assignment Policies

**Submitting Assignments**
With the exception of the poster presentation, assignments have to be submitted as a Word document and have to be submitted to the correct drop box in Canvas. 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.

**Public Writing**
I will use student work in videos 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.

**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."

# Class Communication

There are discussion board threads for questions on the class and assignments. If you have individual questions that can be answered quickly, send me a Canvas message. If you want to discuss your questions, contact me to schedule a Zoom meeting.

**The last day and time for Zoom meetings is noon Friday December 6.**

**Contacting Me**
A Canvas message is the most effective way 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

You can use AI programs (ChatGPT, Copilot, etc.) in this course—with the exception of the reflection. For each assignment, we will discuss appropriate and inappropriate use of AI. You will be expected to adhere to appropriate use of AI for each assignment. Further, any use of AI tools must be appropriately acknowledged and cited, following APA or MLA guidelines, including the specific version of the tool used. The submitted work should include the exact prompt that you used to generate the content and the AI tool's complete response as an appendix.

Because AI-generated content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit and may fail an assignment if inaccurate, invalid, or inappropriate information is found in your work. Additionally, the majority of each assignment should not be AI-generated content. Assignments with substantial AI-generated content will fail.

## 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 engagement work due dates.

| Time Frame | Assignment | Graded Draft Due |
|---|---|---|
| Weeks 1-3 | The Proposal | Sunday 9-8 |
| Weeks 4-6 | The Outline | Sunday 10-6 |
| Weeks 7-10 | The IMR | Sunday 11-3 |
| Weeks 11-13 | The Poster Presentation | Sunday 11-24 |
| Week 15 | The Reflection | Wednesday 12-11 |

### Key Dates

Sept 9      Census Date
Nov 4        Last Day to Drop (UTT Drop Policy)
Nov 25-29  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."