

## English 2311: Technical and Business Writing Spring 2024

Instructor: Professor Amanda Kerr  
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Office Hours: Via Zoom 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

Component	Percent of Course Grade
Proposal	10%
Outline	15%
Informative Memo Report (IMR)	30%
Presentation	15%
Reflection	15%
Engagement	15%
Total	100%

### Course 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 in the Class

To earn a C or above in the class, students must earn a C or above on all the grade components. A grade of D or F on the proposal, outline, IMR, presentation reflection, or for engagement work will result in the grade for the class being no higher than a D.

### Extra-Credit Work

There is no extra credit work in this course.

### Submitting Assignments

To be counted for a grade, assignments, with the exception of the presentation, 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 I cannot open will be graded a 0.

For a free copy of Microsoft Office, including Word, [click here](#).

### Public Writing

All writing in the class is public writing. I will use student work in videos to discuss what is working well and areas for improvement.

## Grade Components

For detailed information on assignments, see the assignment prompts and grading criteria in Canvas. Information on the projects will also be provided in videos and announcements.

## Revision Policy

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

Because it is due at the end of the semester and serves as the course final exam, the graded draft of the reflection cannot be revised.

## Engagement Work

Engagement work is primarily submitting drafts of assignments. There may be required discussion board post which will be part of the engagement grade. 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. If you cannot submit engagement work due to an illness or emergency, notify me as soon as possible. I will determine if an exception is appropriate. Documentation may be required.

Recurring engagement work that is graded as incomplete precludes exceptions.

## Missed Work Policy

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 for each assignment. If you have individual questions that can be answered quickly, send me a Canvas message or email. If you want to discuss your questions, contact me to schedule a Zoom meeting.

**The last day and time for Zoom meetings is Wednesday April 24 5:00 pm.**

When you send me a canvas message or email, provide a succinct overview of the topic and use complete sentences and reasonably correct grammar. In the subject line, list the class (ENGL-2311), your name, and a topic. In accordance with the [UTT Email Policy](#), emails sent from non-UTT accounts will not be answered.

## Announcements in Canvas

Announcements in Canvas will be used 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).”

## 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.

See “Academic Integrity Expectations” (in Canvas) for additional information on academic dishonesty.

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.

### 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.”

### Required UT Tyler Policies & Information

See “University Policies and Information” in the UT Tyler Syllabus Module.

### Tentative Course Calendar

Assignment	Time Frame	Graded Draft Due
The Proposal	Weeks 1-3	Sunday 2-4
The Outline	Weeks 4-6	Sunday 2-25
The IMR	Weeks 7-10	Sunday 3-24
The Presentation	Weeks 11-13	Sunday 4-21
Catch up	Week 14	
The Reflection	Week 15	Tuesday 5-1

### Key Dates

Week 9: Spring Break

Monday 3-25: [Last day to withdraw](#)