English 2311:
Technical and Business Writing
Summer II 2024

Instructor: Professor Amanda Kerr
Email: akerr@uttyler.edu
Office Hours: Via Zoom and by appointment
Section: 461--- 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	Percentage of Course Grade
Proposal	10%
Outline	20%
Informative Memo Report (IMR)	40%
Reflection	20%
Engagement	10%
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, 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 have to be submitted as a Word Document and have to be submitted in 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. Student work will be used in class 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 proposal and outline may be revised for a potential higher grade regardless of the original letter grade. Revised assignments must be submitted no later than one week after I return the graded drafts. A zoom conference may be required to discuss revisions. Only one revision per assignment is allowed due to the constraints of the summer schedule.

Because they are due at the end of the semester, the graded drafts of the IMR and reflection are not subject to revision. However, I will provide feedback on drafts of the IMR prior to the final submission.

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 August 7th at 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.

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. 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. Further, the majority

of any assignment should not be AI-generated content. Assignments with substantial AI-generated content will fail.

Tentative Course Calendar

See the "Course Documents" module in Canvas for a tentative calendar for the class.