

# **TECHNICAL AND BUSINESS WRITING**

## **ENGL 2311.2A1**

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Cori Robinson-Gregg  
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Office Phone: 409-245-8749  
Office Location: Technology Center 112B  
Office Hours: M,W,F 8-11 and TR 11-2



### **CREDIT**

3 Semester Credit Hours (3 hours lecture)

### **MODE OF INSTRUCTION**

Fully Online

### **PREREQUISITE/CO-REQUISITE:**

A D or better in ENGL 1301 (Freshman Composition I)

### **COURSE DESCRIPTION**

Intensive study of and practice in writing for 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 in individual and collaborative processes involved in the creation of ethical and efficient documents. This course is time-bound, structured, and completed totally online.

## **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

1. Recognize, analyze, and accommodate diverse audiences
2. Produce documents appropriate to audience, purpose, and genre
3. Analyze the ethical responsibilities involved in technical communication
4. Locate, evaluate, and incorporate pertinent information
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling
7. Design and test documents for easy reading and navigation.

## **REQUIRED TEXTBOOK AND MATERIALS**

All required reading materials provided by instructor in Blackboard Ultra.

## **ATTENDANCE POLICY**

Attendance in this class, whether it is a face-to-face class or an online class, is based on both your physical or digital presence and your mental participation in my class, including interacting in class, in email, in the face-to-face unit assignments, and on the other assignments in this class. You will receive an email from me through Starfish, LIT's student monitoring system, if you do not attend class. You are required to meet with my at the end of every unit as a part of your attendance credit.

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## **STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should



Week 4	Unit 2 - Resume and Cover Letters	Various Resume Examples and Tips Links	Resume Writing Reflection (Unit 2)/Logbook 2  Due 9/23
Week 5	Unit 2—Resumes and Cover Letters	Introduction to Cover Letter Reading Assignment  Various Cover Letter Example and Tips Links	Cover Letter Writing Assignment  Due 9/30
Week 6	Unit 2—Resumes and Cover Letters	Various Cover Letter Example and Tips Links	Cover Letter Writing Reflection (Unit 2)/Logbook 3  Discussion Post  Team Survey  Participation Meeting 2 by 2pm  Due 10/7
Week 7	Unit 3—Short Reports	Memo Lecture	Quiz 5  Logbook 4  Due 10/14
Week 8	Unit 3—Short Reports	Memos	Memo Assignment  Due 10/21
Week 9	Unit 3—Short Reports	Progress Report Lecture	Quiz 6  Due 10/28

Week 10	Unit 3 - Short Reports	Progress Report Lecture and Examples	Progress Report - Topic proposal - Logbook 5 Due 11/4
Week 12	Unit 3- Short Reports	Progress Report Examples	Progress Report Assignment Due 11/11
Week 13	Unit 3—Short Reports	Research Lab Report Lecture and instructions, examples	Research Lab Report Due Participation Meeting 4 by 2pm Due 11/18
Week 14	Unit 4—Long Reports	Formal Report Lecture and instructions	Formal Report - Grant topic proposal/Log book 6 Due 11/25 Thanksgiving Break 27-29
Week 15	Unit 4—Long Reports	Formal Report Examples	Formal Report - Grant Due Dec 2
Week 8	Unit 5--Final Exam	Opened Dec 2nd	Final Due Dec 9

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

1. Participation 20%
2. Resume and Cover Letter 20%

3. Short Report 20%
4. Long Report 20%
5. Final Exam 20%

### **GRADE SCALE**

- |          |   |
|----------|---|
| · 90-100 | A |
| · 80-89  | B |
| · 70-79  | C |
| · 60-69  | D |
| · 0-59   | F |

LIT does not use +/- grading scales.

### **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at Special Populations - Lamar Institute of Technology ([lit.edu](http://lit.edu)).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

## ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

## STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## ADDITIONAL COURSE POLICIES/INFORMATION

**Due dates are subject to change.**

**I do not allow students to retake assignments.**

**Communication:** I will respond to e-mails within 24 hours during the week and within 48 hours over the weekend. Typically, I will only respond to e-mails during my office hours.

**Special Populations:** If a student requires accommodations while on LIT campus, they must contact Jamarcus Corks in the Special Populations office in Student Services. If a dual credit student has accommodations through their school's special populations office, they must still contact LIT's Special Populations office at [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu).

**Plagiarism/Cheating:** Academic Dishonesty is a crime that Lamar Institute of Technology and I take seriously. Most colleges expel cheating students. Examples of academic dishonesty include but are not limited to:

Directly copying a source into an essay without citing the original source.

Paraphrasing a source without citing the original source.

Paying someone to complete an assignment, having a friend or family member complete an assignment, or using Artificial Intelligence to write a paper. If a paper has a student's name on it, I expect to see that student's work.

Making minor changes to an original source while still retaining up to 75% of the structure of the sentence.

Using AI (ChatGPT, any AI bot, or artificial intelligence learning tools that can mimic student produced work) to write any part of the content of your essay is considered plagiarism and will receive consequences in congruence with plagiarism and/or cheating consequences and will receive a zero for the assignment.

Taking a quiz or test with another student, giving the answers to a quiz or test to another student, or **Googling the answers to the quiz or test.** My quizzes are not open-book quizzes. Students are only allowed the notes they have taken over an assignment during a quiz.

If I receive a paper that requires a works cited page and in-text citations but does not feature either of those criteria, **I will give the paper a zero.**

**How to Know If Something Is Not Plagiarism:** Generally, plagiarism only covers things that are not general knowledge. If a student makes the claim that the sky is blue, then they do not have to cite where they got that information, because it is something that 90% of the world already knows. However, if a student describes *why* the sky is blue, they have to cite their source, since that is not common knowledge.



**How to Avoid Plagiarism:** First, students should practice good paraphrasing and rewrite sentences *in their own words*. Part of the course will be discussions, assignments, and videos over good paraphrasing. Also, when students turn in their assignments, they should get a visible score from SafeAssign. SafeAssign is not perfect, and I have found plagiarism in papers with as low as a 10% score. If a paper flags anything in SafeAssign, a student must rewrite and resubmit the paper until the percentage is at zero.

**Late Work:** Late work is not accepted for this class. Any assignment turned in late will receive a zero. In very rare and extreme cases, if you feel that you must request an extension, it must be requested at least 24 hours before the assignment is due in order to be considered, although no guarantees are promised. It is important that students not get behind in a class. Typically, if a student gets in the habit of turning in all assignments within the first three weeks, they can build that habit for the rest of the class.

**Make-Up Work:** I can make accommodations on deadlines for extenuating circumstances (family emergencies, sickness, mental health, chronic health issues, etc.) However, communication is necessary in these circumstances. **I need to know at least 24 hours before a deadline if a student cannot complete an assignment on time. Upon evaluation of case by case circumstances, a new deadline may be determined in advance if approved by the instructor.** If a student asks for more time on an assignment the day before or the day it is due, I will not grant their request.