



# ENGL 2311.053 -Technical and Business Writing (F2F)

Course Syllabus: Spring 2026

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*"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."*

**Instructor: Annette White**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	1:30 p.m. – 2 p.m.	1:30 p.m. – 2 p.m.	1:30 p.m. – 2 p.m.	1:30 p.m. – 2 p.m.	1:30 p.m. – 2 p.m.

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

## **Course Description:**

3 credit hours.

Lecture/Lab/Clinical: Three hours of class each week.

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.

## **Prerequisite(s):**

None

## **Student Learning Outcomes:**

Upon successful completion of this course, students will:

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.

### **Evaluation/Grading Policy:**

Your assignments will be evaluated using the following point values:

Process analysis essay	10%	
Business project proposal	10%	
Business plan	20%	
Business project writing assignments		15%
Marketing plan assignment	10%	
Final Report	20%	
Oral/visual final project presentation including drawings, photographs, charts and/or graphs.	15%	

**Total 100 percent**

Assignments will be graded within two weeks of receipt or before your next assignment is due. Your essays will be graded holistically based on the scoring rubric. (See the evaluation criteria (rubric) for writing assignments at the end of the syllabus.)

### **Required Instructional Materials:**

*Open Technical Writing: An Open-Access Text for Instruction in Technical and Professional Writing*, Adam Rex Pope, [LINK TO E-BOOK](#); 3-subject spiral, pocket folder, box of kleenex, bottle of hand sanitizer

The textbook is required and provides essential information for successful completion of this course.

You can purchase your textbook at the NTCC College Store. **The textbook is required and provides essential information for successful completion of this course. You will have the online version on Blackboard of the textbook.**

### **Optional Instructional Materials:**

None

### **Minimum Technology Requirements:**

You will need access to a computer to complete the writing assignments for this class. You will be typing your assignments and submitting the assignments through Blackboard.

### **Required Computer Literacy Skills:**

Blackboard Learning Management System, Microsoft Word processing, average email usage

### **Course Structure and Overview:**

This technical and business writing course is designed to help students develop the analytical and writing skills that are needed in a professional setting. The class will also include reading assignments that challenge students to examine an assortment of reading and visual material offered in the textbook and through online sources. Overall, the goal of this course is to help students grow as both thinkers and writers. Higher order skills acquired in thinking and writing help students process a variety of information in a rapidly changing world. In the process, students will begin to take a more disciplined approach to writing with a diverse audience in mind.

### **Reading Assignments:**

Students are expected to read all assigned material before coming to class. You will be expected to respond to reading assignments orally during class discussions.

### **Course Evaluations:**

Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an online evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.



**Communications:** Please allow 24 hours for email responses during the week, 72 hours on weekends. If it is urgent, please feel free to text. I will respond to texts as quickly as I am able.

**Cell Phone Policy:** Per campus policy, the use of cell phones, smart watches, and bluetooth headphones is prohibited in class. Any device that is seen or heard will be picked up and turned into the high school office. Keep them off and out of sight.

### **Classroom Expectations:**

- **Be Prompt:** You should be in your seat and getting started on the bell work when the tardy bell rings. Bell work slides will be posted under Course Materials in Google Classroom. If you are late to school, you are required to check into the office before coming to class.
- **Follow All Instructions immediately, properly, and quietly.** Complaints, talking back, and other disrespectful behaviors will not be tolerated.
- **Be Kind:** Be respectful to everyone in this classroom, not just me. Do not mock or criticize your peers. Listen attentively when they speak or present. Be patient and understanding with all of your classmates.
- **Be Honest:** Do not lie. Do not steal. Do not cheat. The consequence for plagiarism in this course is an automatic zero, parent contact, and discipline referral. Cite your sources. Do not share your assignments with friends. Do not submit AI-generated content (this is synonymous with plagiarism).
- **Do Your Best:** Give 100% effort and a positive attitude in whatever it is you're doing, not just the things you love. Whether you are entering the work force, heading to college, or joining the armed forces, I can assure you that there will be days that you are assigned a task that you would rather not do, but you will still have to complete it on time, and you will still have to give it your best effort. Your attitude and work ethic reflect your character.

**Attendance Policy:** Once you complete the Syllabus Acknowledgement, you are considered in attendance, and the instructor will certify that you are part of the class. If you decide that you cannot complete the course, it is your responsibility to drop or withdraw through the registrar's office. Failure to do so will result in receiving a poor performance grade, usually a grade of F. Since this is a dual-credit course, withdrawing or failing the course results in not receiving your required high-school English credit. You may drop the class prior to the official reporting day (12<sup>th</sup> day). In this case, the class will not appear anywhere on your college transcript. You can withdraw from the class after the official reporting date and before the last posted date of withdrawal, and a W will be recorded on your transcript. The instructor will not drop or withdraw you from this course, even if you are not actively participating. It is your responsibility to drop a course or withdraw from the college.

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee. The committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade.

### **Withdrawal policy:**

It is your responsibility to drop or withdraw from a course. Failure to do so could result in receiving a failing grade for the course.

**Late Work:** All assignments and projects are collected at the beginning of class on the due date or are due by the specified time on Blackboard. Late work will not be accepted. **Please be sure to keep up with your grades in the Grade Center on Blackboard.**

It is the student's responsibility to make up all missed work. You are responsible for getting any missed notes or assignments that were given during an absence. You have one day for every day you were absent to turn in any work that was missed. Extra days do not apply to assignments or projects that were assigned prior to your absence. If you suffer an extended illness, contact me to discuss a schedule for you to turn in your work. If you are involved in extracurricular activities, **you are responsible for getting your assignments before you miss class.** If not submitted during the allotted extended time period, work will be considered late.

In certain circumstances, students can ask for an extension for an assignment. All requests must be made **in writing (email)** before the due date. **Except in emergency situations, extensions will not be granted on or past the due date.**

Make up tests must be scheduled within 3 school days from returning to class after absence. It is the student's responsibility to come in and make arrangements to make up tests. If tests are not scheduled within 3 school days, a zero will be placed in the grade center.

### **Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

### **NTCC Academic Dishonesty, Plagiarism, & AI-Generated Content:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor.

Intellectual development requires honesty, responsibility, and doing your own work. Taking ideas or words from others—plagiarism—is dishonest and will result in a zero for the paper or assignment and possibly other disciplinary actions. I treat AI-based assistance, such as ChatGPT, the same way I treat collaboration with other people: you are welcome to talk about your ideas and work with other people, both inside and outside the class, as well as with AI-based assistants. However, all work you submit must be your own. If your paper is flagged to include any amount of AI-generated content, or content from another source, it will result in a grade penalty. For each percentage point flagged, I will deduct one point from your grade. For example, if your rubric score was a 95 but your paper included 30% AI-generated text, your final grade would be a 65. If you are caught plagiarizing another student, you will receive an automatic zero for the assignment with no option to correct or redo, in addition to other disciplinary actions. If you have any questions about allowable resources, you should always contact the teacher.

This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**Eagle Assist:**

At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. “Eagle Assist” is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal growth. Please visit [www.ntcc.edu/eagleassist](http://www.ntcc.edu/eagleassist) for assistance with any of the needs listed below:

**Services provided:**

- [Mental Health Counseling](#)
- [Classroom Accommodations](#)
- [NTCC Care Center Food & Hygiene Closet](#)
- [Financial Literacy](#)
- [Students with Children](#)
- [Emergency Aid](#)
- [Tutoring](#)

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc.

[Mental Health Counseling Services](#) are available on campus- in person and online - to all NTCC students at no cost. If you are experiencing concerns, seeking help is a courageous thing to do. You can also contact us directly at [counseling-center@ntcc.edu](mailto:counseling-center@ntcc.edu).

\*Dual credit students please email [estansell@ntcc.edu](mailto:estansell@ntcc.edu) if interested.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.



## Appendix A

### EVALUATION CRITERIA FOR WRITING ASSIGNMENTS

Grade	Criteria
90-100	The writing provides a well-organized response to the topic and maintains a central focus. The ideas are expressed in appropriate language. A sense of pattern of development is present from beginning to end. The writer supports assertions with explanation or illustration, and the vocabulary is well suited to an academic paper. Sentences and phrasings within sentences reflect a command of standard written English, including what constitutes a complete sentence. Grammar, punctuation, and spelling are almost always correct.
80-89	The writing provides an organized response to the topic. The ideas are expressed in clear language most of the time. The writer develops ideas and generally signals relationships within and between the paragraphs. The writer uses vocabulary that is appropriate for the topic and avoids oversimplifications or distortions. Sentences generally are complete and also grammatically correct, although some grammatical errors may be present when sentence structure is particularly complex. With few exceptions, punctuation, and spelling are correct.
70-79	The writing shows a basic understanding of the demands of essay organization, although there might be occasional digressions. The development of ideas is sometimes incomplete or superficial, but basic logical structure can be discerned. Vocabulary generally is appropriate for the topic but at times is oversimplified. Sentences reflect a sufficient command of standard written English to ensure reasonable clarity of expression. Sentence fragments, fusions, and comma splices may be present. Grammar is usually, although not always, correct. Common words are spelled correctly but more difficult words may be misspelled.
60-69	The writing provides a response to the topic but generally has no overall pattern of organization or begins with a response to the topic but does not develop the response. Some paragraphs have adequate structure, but ideas are often undeveloped or are repeated and/or seem to be presented randomly. The writer generally does not signal relationships within and between paragraphs. The writer uses informal language frequently and writes in a conversational style when appropriate academic prose is needed. Vocabulary seems limited and words may be misused. Sentences are often simplistic and lacking in variety. Sentence phrasing obscures rather than enhances clarity of expression. The writing has recurrent grammatical problems or has occasional problems <i>only</i> because of the narrow range of sentence and language variety. Fragments, fusions, and comma splices are common. Punctuation, and spelling errors occur often.
Below 50	The writing suffers from general incoherence and has no discernible pattern of organization. It displays a high frequency of error in the regular features of standard written English. Lapses in punctuation, spelling, and grammar often frustrate the reader. Or, the writing is so brief that any reasonably accurate judgment of the writer's competence is impossible.