

Course Syllabus

**ENGL 2311**

**Technical and Business Writing (2313035112)**

**\*\*\*\*\* Note to Student \*\*\*\*\***

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Academics, or the Dean of Academics, as soon as possible. Their contact information is provided below:

Director of Academics, Dr. Kevin Behr: 361-354-2338; kevind@coastalbend.edu

Dean of Academics, Mark L. Secord: 361-354-2529; secordm@coastalbend.edu

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

**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.

**Semester Hours Credit:** 3

**Lecture/Lab Hours:** 3-0

**Prerequisite:** None

**Textbook(s):** *Technical Communication (2nd edition)* ISBN: 9781465202420

**Course 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. Use critical thinking skills to 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 Methods:** This course may incorporate essays, discussions, quizzes, journals, and exams to evaluate student performance and to direct instruction. Due to the nature of the course, not every assignment will be fully graded and returned. Unless otherwise noted, students may expect to receive feedback on their assignments no later than six (6) class hours (2 weeks) from the date of submission. It is the student's responsibility to keep copies of all course-related documents, including all assignments submitted or received. The instructor is not obligated to award any credit for assignments submitted after the due date.

**Grades:**

- Essays and other assignments free of major grammar and mechanical errors, clearly and correctly composed according to the directions or guidelines, and meeting the minimum expectations related to organization, content, formatting, etc. generally earn a grade of "C" (70% - 79%: Average).
- Essays and other assignments free of all major grammar and mechanical errors, clearly and correctly composed according to the directions or guidelines, and effectively exceeding the minimum expectations related to organization, content, formatting, etc. generally earn a grade of "B" (80% - 89%: Above Average).

- Essays and other assignments with only very few, if any, minor grammar and mechanical errors, clearly and correctly composed according to the directions or guidelines, and exceeding all expectations related to organization, content, formatting, etc. generally earn a grade of "A" (90% - 100%: Exceptional).
- Essays and other assignments containing major grammar and/or mechanical errors, lacking clarity and/or unification, not composed according to the directions or guidelines, or failing to meet the minimum expectations related to organization, content, formatting, etc. generally earn a grade of "D" (60% - 69%: Poor) or "F" (59% - 0%: Failing).

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

**Special Needs Services:** Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at [sdalice@coastalbend.edu](mailto:sdalice@coastalbend.edu); Beeville at [sdbeeville@coastalbend.edu](mailto:sdbeeville@coastalbend.edu); Kingsville at [sdkingsville@coastalbend.edu](mailto:sdkingsville@coastalbend.edu); and Pleasanton at [sdpleasanton@coastalbend.edu](mailto:sdpleasanton@coastalbend.edu).

**Academic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at: [FLB \(Local\)](#) and [FM \(Local\)](#).



See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

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**NOTE:** The College website ([www.coastalbend.edu](http://www.coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.