Technical and Business Writing

Class
ENGL 2311
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. Three hours lecture per week.

Humanities Department Academic Integrity Procedure

The Humanities Department requires instructors to check for academic integrity violations. Most instructors use www.turnitin.com. All written assignments of 500+ words will be checked for academic integrity violations. Additionally, all instructors will make the originality reports available prior to the due date, and students will be able to alter the paper until the due date. All written material must be the product of the student's original work, created specifically for this class. Papers written for other classes (including previous attempts of this course) will not be accepted without the express permission of the instructor.

Required Textbooks
Tebeaux, Elizabeth, and Sam Dragga. The Essentials of Technical Communication. 5th Ed. Oxford University Press, 2020.
Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350 *Office Location:* Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity
Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.