ENGL. 2311 Course Orientation

Welcome to Online 2311! We will study and learn about best practices concerning business and technical writing and communication. Topics to be studied include the definition(s) of technical writing, how to compose various types of business and technical correspondences and documents, how to conduct a job search, and how to interview, to name but a few. This course is built around practical, "real-world" scenarios you will most likely encounter as a professional.

Course Notes

1. If you do print any course documents, be sure to regularly check the online versions, as dates, links, and so on might change.
2. In fact, log in daily to Canvas or at least three times per week--any less can be risky, as you may know about course updates too late.
3. Course announcements will be posted by way of Canvas Announcements OR email, so regularly check CougarMail.
4. This course is reading- and writing-intensive; you should easily spend at least ten-twelve hours per week reviewing course materials and completing assignments.

Completing Course Assignments

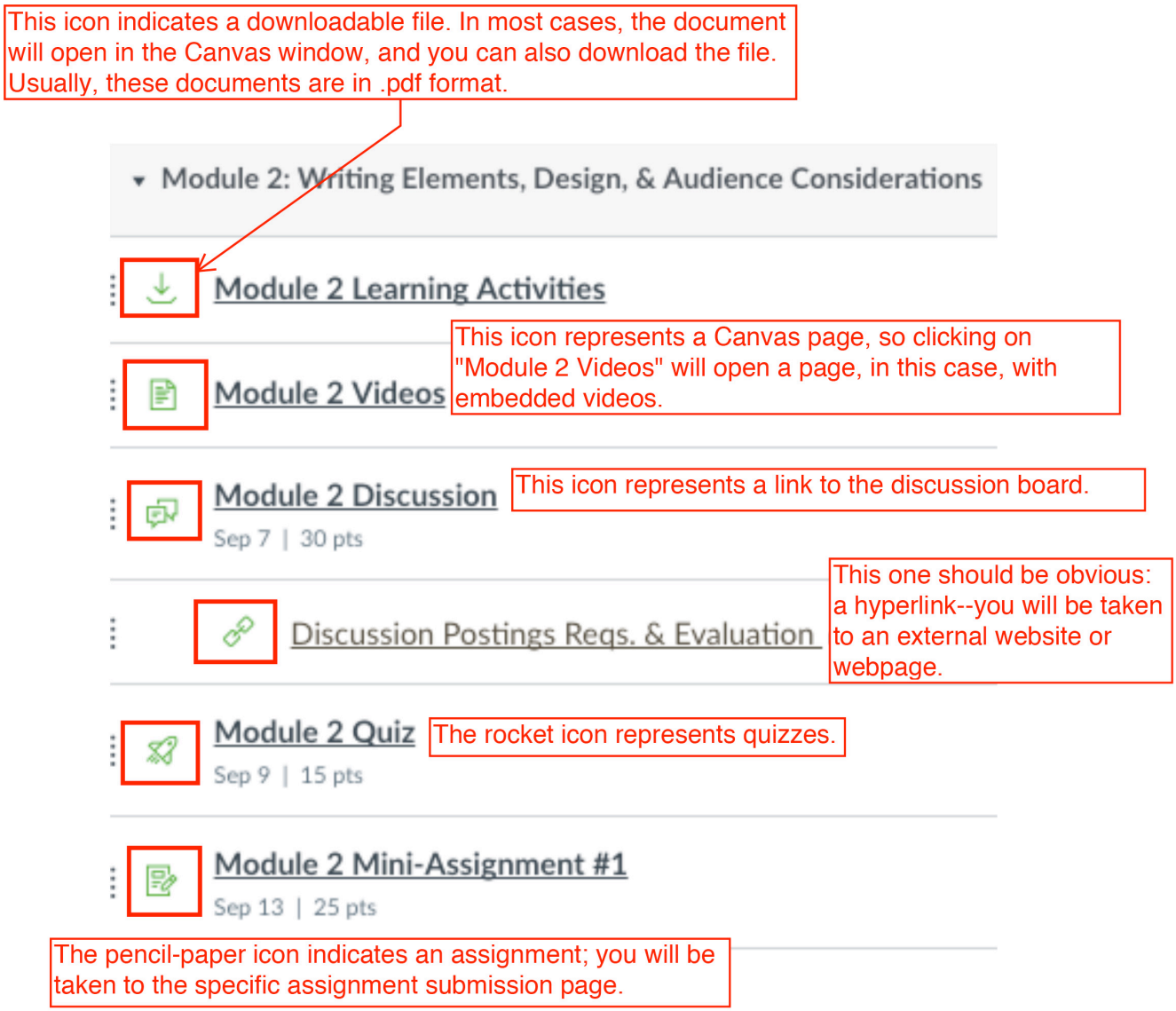
1. Review due dates on the Assignments Schedule/Calendar.
2. Review the module materials.
3. Complete the related module assignments and submit in Canvas.
4. Begin working on the next module.

Course Policies

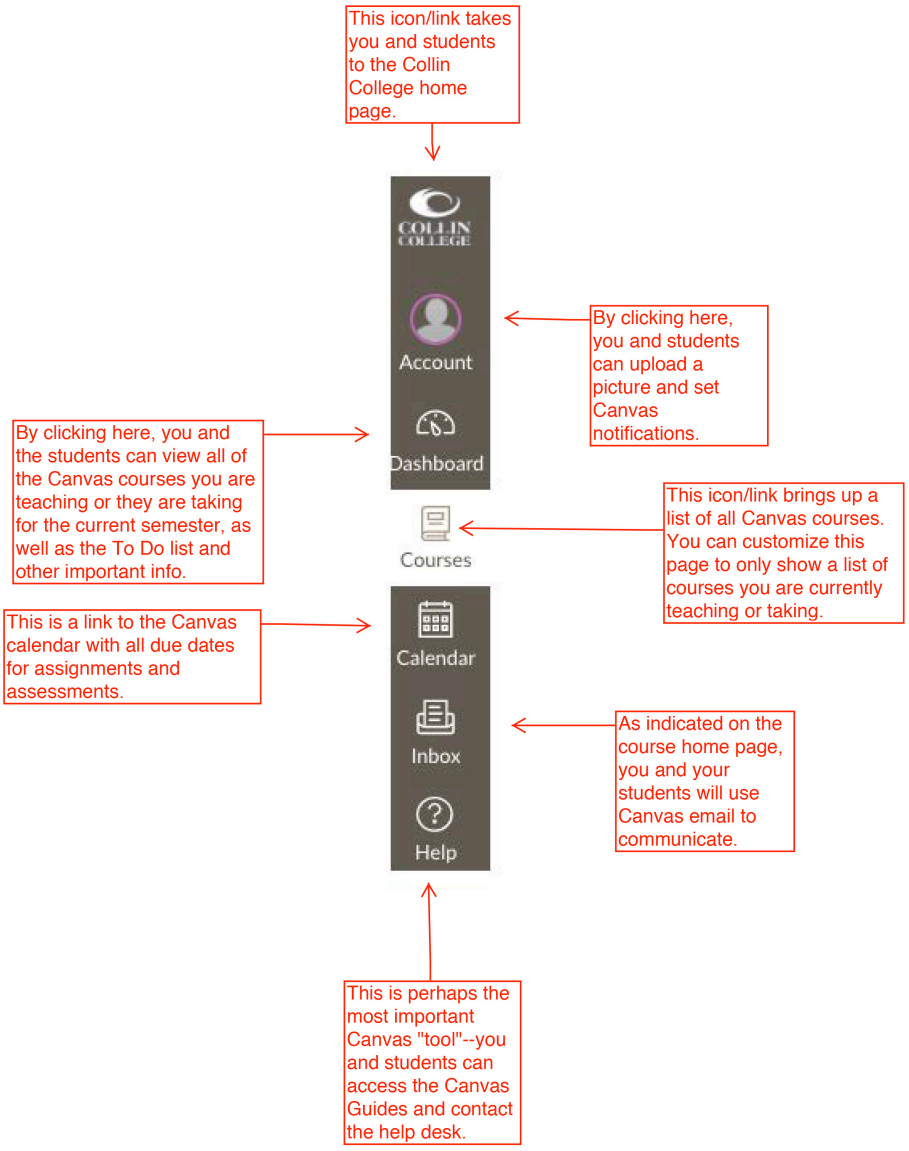
Policies: you are expected to read this document in its entirety (it is not long).

Course Navigation

The course is organized by way of modules, and the icons next to each link indicate the type of document, assignment, or material. Let's look at part of Module 2 as our example:



The following screenshot of the standard Canvas menu, which appears on every page within Canvas, was developed for instructors, but the exact information applies to you, as well: (next page)



Technical Support

For assistance, contact the eCollin Support Center

Please be aware that the instructor cannot serve as a technical consultant. If the problem is connected to Canvas, click on the link above. Should your computer or Internet fail, it is your responsibility to make other arrangements in order to submit your work on time. **It also your responsibility to ensure that emails are delivered, assignments are submitted in Canvas, and so on.**

I look forward to working with you this semester, and I hope you find the course challenging and engaging!

Dr. Martin