

## Washtenaw Community College Comprehensive Report

### ENG 107 Technical Writing Fundamentals Effective Term: Fall 2018

#### Course Cover

**Division:** Humanities, Social and Behavioral Sciences  
**Department:** English/Writing  
**Discipline:** English  
**Course Number:** 107  
**Org Number:** 11300  
**Full Course Title:** Technical Writing Fundamentals  
**Transcript Title:** Technical Writing Fundamentals  
**Is Consultation with other department(s) required:** No  
**Publish in the Following:** College Catalog , Time Schedule , Web Page  
**Reason for Submission:** Course Change  
**Change Information:**  
**Consultation with all departments affected by this course is required.**  
**Course title**  
**Course description**

**Rationale:** Name change to eliminate unnecessary sequencing.

**Proposed Start Semester:** Fall 2018

**Course Description:** In this course, students learn the technical writing process and apply it to writing tasks similar to those they will encounter on the job. Students write audience-focused documents such as memos, technical definitions and descriptions, instructions, reports, and presentations. At the end of the semester, each student prepares an electronic portfolio of technical writing assignments. (During the first week of class, students must demonstrate a writing proficiency at the college level.) The title of this course was previously Technical Writing I.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor:** 45 **Student:** 45

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

#### Requisites

#### General Education

## General Education Area 1 - Writing

Assoc in Applied Sci - Area 1

### Request Course Transfer

#### **Proposed For:**

Central Michigan University  
College for Creative Studies  
Eastern Michigan University  
Ferris State University  
Grand Valley State University  
Jackson Community College  
Kendall School of Design (Ferris)  
Lawrence Tech  
Michigan State University  
Oakland University  
University of Detroit - Mercy  
University of Michigan  
Wayne State University  
Western Michigan University  
Other : Madonna University

### Student Learning Outcomes

1. Describe the objective of each assignment and the process used to complete it.

#### **Assessment 1**

Assessment Tool: Electronic portfolio

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students enrolled at the time of assessment who have submitted an electronic portfolio

How the assessment will be scored: Artifacts will be scored using the attached rubric

Standard of success to be used for this assessment: Seventy-five percent of students assessed must receive an average score of 4.0 of 5.0 or better on the assessment

Who will score and analyze the data: Faculty from the English Department will score and analyze the data

2. Design documents using hierarchical structure and the principles of design (proximity, alignment, contrast, and repetition).

#### **Assessment 1**

Assessment Tool: Electronic portfolio

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

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Number students to be assessed: All students enrolled at the time of assessment who have submitted an electronic portfolio

How the assessment will be scored: Artifacts will be scored using the attached rubric

Standard of success to be used for this assessment: Seventy-five percent of students assessed must receive an average score of 4.0 of 5.0 or better on the assessment

Who will score and analyze the data: Faculty from the English Department will score and analyze the data

3. Write technical documents that are audience-focused, clear, concise, and accurate.

#### **Assessment 1**

Assessment Tool: Electronic portfolio

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students enrolled at the time of assessment who have submitted an electronic portfolio

How the assessment will be scored: Artifacts will be scored using the attached rubric

Standard of success to be used for this assessment: Seventy-five percent of students assessed must receive an average score of 4.0 of 5.0 or better on the assessment

Who will score and analyze the data: Faculty from the English Department will score and analyze the data

4. Write documents that follow the rules of grammar, punctuation, and spelling.

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How the assessment will be scored: Artifacts will be scored using the attached rubric

Standard of success to be used for this assessment: Seventy-five percent of students assessed must receive an average score of 4.0 of 5.0 or better on the assessment

Who will score and analyze the data: Faculty from the English Department will score and analyze the data

### **Course Objectives**

1. Use all phases of the technical writing process to complete assignments, with emphasis on audience analysis.
2. Create and modify MS Word styles using methods discussed and demonstrated in class.
3. Apply design principles including proximity, alignment, contrast, repetition and hierarchical structure.
4. Use an organizational pattern appropriate for the audience, purpose, and topic.
5. Write content that is clear, concise, accurate, and accessible.
6. Write an introduction (for instructions) that includes key terms, concepts, and safety information, if applicable.
7. Write numbered, step-by-step instructions in imperative mood.
8. Conduct an in-class usability test of instructions before completing the final draft.
9. Write one or more informal reports, such as project plans, progress reports, and usability test plans/reports.
10. Write a formal recommendation report that includes the following sections: introduction, research methods, results, conclusions, recommendation, and references.
11. Prepare and deliver an oral presentation based on the formal recommendation report.
12. Write a brief description of each assignment included in the portfolio and describe the process used to complete it, with an emphasis on audience analysis.

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

**Equipment/Facilities**

Level III classroom

Computer workstations/lab

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Lisa Veasey</i>	<i>Faculty Preparer</i>	<i>Jan 25, 2018</i>
<b>Department Chair/Area Director:</b> <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Jan 26, 2018</i>
<b>Dean:</b> <i>Kristin Good</i>	<i>Recommend Approval</i>	<i>Jan 29, 2018</i>
<b>Curriculum Committee Chair:</b> <i>David Wooten</i>	<i>Recommend Approval</i>	<i>Feb 12, 2018</i>
<b>Assessment Committee Chair:</b> <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Feb 26, 2018</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Feb 28, 2018</i>