

MASTER SYLLABUS

Course Discipline Code & No: ENG 199 Title: Technical Writing Internship Effective Term S/S 07Division Code: HSS Department Code: E/W Org #: 11300Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

☐ New course approval☒ Three-year syllabus review/Assessment report☐ Course change☐ Reactivation of inactive course☐ Inactivation (Submit this page only.)

Change information: Note all changes that are being made. Form applies only to changes noted.

☐ Consultation with all departments affected by this course is required.☐ Course discipline code & number (was _____)*

*Must submit inactivation form for previous course.

☐ Course title (was _____)☒ Course description☐ Course objectives (minor changes)☐ Credit hours (credits were: _____)☐ Total Contact Hours (total contact hours were: _____)☐ Distribution of contact hours (contact hours were:
lecture: _____ lab _____ clinical _____ other _____)☒ Pre-requisite, co-requisite, or enrollment restrictions☐ Change in Grading Method☐ Outcomes/Assessment☐ Objectives/Evaluation☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Three-year Syllabus Review

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson

☐ New resources needed☐ All relevant departments consultedPrint: Lisa Veasey
Faculty/PreparerSignature: [Signature]Date: 1-31-07Print: Carrie Krantz Fischer
Department ChairSignature: [Signature]Date: 2/1/07

Division Review by Dean

☐ Request for conditional approvalRecommendation ☒ Yes ☐ NoDean's/Administrator's Signature [Signature]

FEB 13 2007

Date

Curriculum Committee Review

Recommendation

☐ Tabled☒ Yes ☐ NoCurriculum Committee Chair's Signature [Signature]Date: 3/26/07

Vice President for Instruction Approval

Vice President's Signature [Signature]Date: 3/28/07Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.

Log File 4/13/07 Ecopy ☐ Banner 4/10 C&A Database 4/10 C&A Log File 4/10 Basic skills ☐ Contact fee ☐Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: ENG 199	Course title: Technical Writing Internship
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Credit hours: ____ If variable credit, give range: <u>1</u> to <u>3</u> credits	Contact hours per semester: <table border="0"> <tr> <td></td> <td><u>Student</u></td> <td><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Lab:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Clinical:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Practicum:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other:</td> <td>_____</td> <td>_____</td> </tr> </table> Internship: Time Varies Totals: 15-45		<u>Student</u>	<u>Instructor</u>	Lecture:	_____	_____	Lab:	_____	_____	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Are lectures, labs, or clinicals offered as separate sections? ☐ Yes - lectures, labs, or clinicals are offered in separate sections ☐ No - lectures, labs, or clinicals are offered in the same section Internship: N/A	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	<u>Student</u>	<u>Instructor</u>																			
Lecture:	_____	_____																			
Lab:	_____	_____																			
Clinical:	_____	_____																			
Practicum:	_____	_____																			
Other:	_____	_____																			

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores

(Add information at Level I prerequisite)

☐ No Basic Skills Prerequisite

(College-level Reading and Writing is not required)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together	Corequisites Must be enrolled in this class also during the same semester
ENG 208	C	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
☐ and ☐ or _____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☒ or Consent required

☒ and ☐ or Admission to program required

☐ and ☐ or Other (please specify): _____

Program: Technical Writing

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.

Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

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Course ENG 199	Course title Technical Writing Internship	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	In this course, students gain skills in technical communication through work assignments provided by a host company and supervised by both the company supervisor and the instructor. At the beginning of the internship, specific learning objectives related to the assignments are developed, hours of work are established, and instructor conference times are set. At the end of the internship, the supervisor evaluates the student performance, and the student writes a self-evaluative report based on the experience.	
Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections) 1. To apply technical communication skills in a work setting. 2. To conduct oneself with professionalism. 3. To write a self-evaluative report based on the learning objectives defined for the internship.	Assessment Methods for determining course effectiveness The supervisor will complete the attached evaluation sheet at the end of the internship. The supervisor will complete the attached evaluation sheet at the end of the internship. The instructor will complete the attached scoring guide at the end of the internship.
Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections) Outcome 1: To apply technical communication skills in a work setting. Unique learning objectives will be defined for each internship placement. Outcome 2: To conduct oneself with professionalism The student will be evaluated on the following: ○ Interpersonal skills ○ Ability to learn ○ Quality of work ○ Attitude toward work ○ Dependability/attendance ○ Overall performance Outcome 3: To write a self-evaluative report based on the learning objectives defined for the internship. In the report, the student will: ○ Provide a brief overview of his/her assignment(s). ○ Clearly describe his/her performance based on the defined learning objectives. ○ Explain what went well during the internship. ○ Explain aspects of the experience that could have been improved.	Evaluation Methods for determining level of student performance of objectives The supervisor will evaluate the student informally on a day-to-day basis. The instructor will evaluate student performance through regularly scheduled meetings with the student and will consult with the supervisor as needed. The supervisor will evaluate the student informally on a day-to-day basis. The instructor will evaluate student performance through regularly scheduled meetings with the student and will consult with the supervisor as needed. The instructor will evaluate student performance through regularly scheduled meetings with the student and will consult with the supervisor as needed.

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List all new resources needed for course, including library materials.
Will vary based on each placement.

Student Materials:

List examples of types	Estimated costs
Texts Supplemental reading Supplies Uniforms Equipment Tools Software	

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom
Permanent screen & overhead projector

☐ Level II classroom
Level I equipment plus TV/VCR

☐ Level III classroom
Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites

☐ Testing Center

☐ Computer workstations/lab

☐ ITV

☐ TV/VCR

☐ Data projector/computer

☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place	Course section(s)/other population	Number a:
To apply technical communication skills in a work setting.	Supervisor evaluation of performance objectives	At the end of the internship.	All students.	All students
To conduct oneself with professionalism.	Supervisor evaluation of work characteristics			
To write a self-evaluative report based on the learning objectives defined for the internship.	Instructor evaluation of self-evaluative report			

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Outcomes 1 & 2: The supervisor will complete the attached evaluation form at the end of the internship.

Outcome 3: A member of the full-time E/W faculty will evaluate the report using the attached rubric.

2. Indicate the standard of success to be used for this assessment.

Outcomes 1 & 2: Each student participating in the internship must earn an average score of 3.

Outcome 3: Each student participating in the internship must earn a score of 4/5.

3. Indicate who will score and analyze the data (data must be blind-scored).

The assessment data will be compiled by a full-time faculty member of the E/W department.

4. Explain the process for using assessment data to improve the course.

Full-time faculty will review the data, determine recommendations for course improvement if applicable, and consult with E/W department and the dean before implementing changes.