

Washtenaw Community College Comprehensive Report

ENG 100 Introduction to Technical and Workplace Writing Effective Term: Spring/Summer 2020

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: English & College Readiness

Discipline: English

Course Number: 100

Org Number: 11300

Full Course Title: Introduction to Technical and Workplace Writing

Transcript Title: Intro Tech & Workplace Writing

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Outcomes/Assessment

Objectives/Evaluation

Other:

Rationale: Three-year syllabus review

Proposed Start Semester: Fall 2019

Course Description: In this course, students learn how to write effective technical and workplace documents such as emails, letters, memos, invoices, work orders, labor reports, résumés, and short reports. Students write documents in response to situations that they will likely encounter on the job. Emphasis will be placed on planning and writing clear, concise, and audience-focused documents. During the first week of class, students must demonstrate a writing proficiency at the college level.

Course Credit Hours

Variable hours: Yes

Credits: 4

Lecture Hours: Instructor: 45 to 60 **Student:** 45 to 60

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

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

Total Contact Hours: Instructor: 45 to 60 **Student:** 45 to 60

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

No Level Required

Requisites

Corequisite

ENG 000

General Education**General Education Area 1 - Writing**

Assoc in Applied Sci - Area 1

General Education Area 8 - 2nd Writing or Communication/Speech

Assoc in Applied Sci - Area8

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

Student Learning Outcomes

1. Plan and write effective workplace documents.

Assessment 1

Assessment Tool: Workplace Documents Unit writing assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All students

How the assessment will be scored: Members of the English department will score the artifacts using the departmentally-developed rubric.

Standard of success to be used for this assessment: 75% of students to score 75% or higher on the analyzed artifact.

Who will score and analyze the data: Members of the English department

2. Prepare job search documents.

Assessment 1

Assessment Tool: Job Search Documents Unit writing assignment

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All students

How the assessment will be scored: Members of the English department will score the artifacts using the departmentally-developed rubrics.

Standard of success to be used for this assessment: 75% of students to score 75% or higher on the analyzed artifact.

Who will score and analyze the data: Members of the English department

3. Research and write short reports.

Assessment 1

Assessment Tool: Unit 3 Portfolio Short Report section

Assessment Date: Fall 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All students

How the assessment will be scored: Members of the English department will score the artifacts using the departmentally-developed rubrics.

Standard of success to be used for this assessment: 75% of students to score 75% or higher on the analyzed artifact.

Who will score and analyze the data: Members of the English department

Course Objectives

1. Use effective methods of planning documents (prewriting) by defining the audience, purpose, content/message, style and tone.
2. Write workplace documents that are clear, concise, well organized, audience focused, grammatically correct, and properly formatted.
3. Collect job leads in the student's chosen field.
4. Collect and document information about one of the companies placing an ad.
5. Write a persuasive cover letter in response to one of the job leads.
6. Write a flawless résumé outlining credentials.
7. Collect data from traditional and/or online sources.
8. Organize and write a short report.
9. Use APA style to document quotes, paraphrases, and summaries from source material.
10. Organize and prepare an oral presentation based on the short report.
11. Prepare effective visual aids to illustrate key points in the presentation.

New Resources for Course**Course Textbooks/Resources**

Textbooks

Kolin, Philip. *Successful Writing at Work, Concise Edition*, 4th ed. Cengage Learning, 2015, ISBN: 9781285052564.

Pearson. *Pearson Writer (online handbook)*, ed. Pearson, 2019, ISBN: 9780134172194.

Manuals

Zimmerman, Thomas. ENG 100 Writing Center Manual, Hayden McNeil, 09-01-2011

Periodicals

Software

Equipment/Facilities

Level III classroom

Computer workstations/lab

Reviewer**Action****Date****Faculty Preparer:**

Hava Levitt-Phillips

Faculty Preparer

Sep 16, 2019

Department Chair/Area Director:

Carrie Krantz

Recommend Approval

Sep 16, 2019

Dean:

Scott Britten

Recommend Approval

Sep 18, 2019

Curriculum Committee Chair:

Lisa Veasey

Recommend Approval

Oct 17, 2019

Assessment Committee Chair:

Shawn Deron

Recommend Approval

Oct 18, 2019

Vice President for Instruction:

Kimberly Hurns

Approve

Oct 18, 2019

Washtenaw Community College Comprehensive Report

ENG 100 Introduction to Technical and Workplace Writing Effective Term: Fall 2012

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: English/Writing

Discipline: English

Course Number: 100

Org Number: 11300

Full Course Title: Introduction to Technical and Workplace Writing

Transcript Title: Intro Tech & Workplace Writing

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Course description

Pre-requisite, co-requisite, or enrollment restrictions

Outcomes/Assessment

Objectives/Evaluation

Rationale: Three year review.

Proposed Start Semester: Fall 2012

Course Description: In this course, students learn how to write effective technical and workplace documents such as emails, letters, memos, invoices, work orders, labor reports, resumés, and short reports. Students write documents in response to situations that they will likely encounter on the job. Emphasis will be placed on planning and writing clear, concise, and audience-focused documents. During the first week of class, students must demonstrate a writing proficiency at the college level. The title of this course was previously Written Communication.

Course Credit Hours

Variable hours: No

Credits: 4

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

No Level Required

Requisites

Corequisite
ENG 000

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

Student Learning Outcomes

1. Plan and write effective workplace documents, using APA style when appropriate.

Assessment 1

Assessment Tool: Final draft of Short Report evaluated using departmental rubric.

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: all

Number students to be assessed: All students. If enrollment exceeds 50 students, we will use a random sample of 50 short reports.

How the assessment will be scored: Members of the English department will blind-score the written short reports using the departmentally- developed rubric.

Standard of success to be used for this assessment: 75% of students to score 75% or higher on the analyzed artifact.

Who will score and analyze the data: Members of the English Department.

Course Objectives

1. Use effective methods of planning documents (prewriting) by defining the audience, purpose, content/message, style and tone.
Matched Outcomes
2. Write workplace documents that are clear, concise, well organized, audience focused, grammatically correct, and properly formatted.
Matched Outcomes
3. Collect job leads in student's chosen field.
Matched Outcomes
4. Collect and document information about one of the companies placing an ad.
Matched Outcomes
5. Write a persuasive cover letter in response to one of the job leads.
Matched Outcomes
6. Write a flawless resumé outlining credentials.
Matched Outcomes
7. Collect data from traditional and/or online sources.
Matched Outcomes

8. Organize and write a short report.
Matched Outcomes
9. Use APA style to document quotes, paraphrases, and summaries from source material.
Matched Outcomes
10. Organize and prepare an oral presentation based on the short report.
Matched Outcomes
11. Prepare effective visual aids to illustrate key points in the presentation.
Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks

Kolin, Philip. *Successful Writing at Work, Concise Edition*, 3rd ed. Wadsworth Cengage Learning, 2012, ISBN: 9780495901945.

Faigley, Lester. *The Little Penguin Handbook*, 3rd ed. Pearson, 2012, ISBN: 9780205211340.

Manuals

Zimmerman, Thomas. ENG 100 Writing Center Manual, Hayden McNeil, 09-01-2011

Periodicals

Software

Equipment/Facilities

Level III classroom

Computer workstations/lab

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Mary Mullalond</i>	<i>Faculty Preparer</i>	<i>Jan 04, 2012</i>
Department Chair/Area Director: <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Jan 06, 2012</i>
Dean: <i>Bill Abernethy</i>	<i>Recommend Approval</i>	<i>Jan 09, 2012</i>
Vice President for Instruction: <i>Stuart Blacklaw</i>	<i>Approve</i>	<i>Mar 05, 2012</i>