Washtenaw Community College Comprehensive Report

ENG 208 Technical Writing for Print Delivery
Effective Term: Fall 2018

Course Cover

Division: Humanities, Social and Behavioral Sciences
Department: English/Writing
Discipline: English
Course Number: 208
Org Number: 11300
Full Course Title: Technical Writing for Print Delivery
Transcript Title: Technical Writing-Print Deliv
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
   Outcomes/Assessment
Rationale: Name and pre-req changes to eliminate unnecessary course sequencing.
Proposed Start Semester: Fall 2018
Course Description: In this course, students learn how to manage, design, write, and edit technical documentation. At the beginning of the project, students create a project plan, schedule, and design template that will guide them through the writing and editing phases of their project. The final document (3,000 word min.) will be published in PDF format. In addition, students research a current issue in the field of technical communication. At the end of the course, students create an electronic portfolio to showcase their work. The title of this course was previously Technical Writing II.

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

   No Level Required

Requisites

Prerequisite
ENG 107 minimum grade "C"

General Education

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. Write and follow a comprehensive project plan.
   Assessment 1
   Assessment Tool: Final portfolio (online)
   Assessment Date: Fall 2018
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students enrolled
   How the assessment will be scored: Scoring rubric
   Standard of success to be used for this assessment: 75% of students will have an average score of 2 of 3 or better
   Who will score and analyze the data: ENG 208 instructor (data may be reviewed by another FT member of the ENG department)

2. Employ basic document design principles to create an effective page layout and design.
   Assessment 1
   Assessment Tool: Final portfolio (online)
   Assessment Date: Fall 2018
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students enrolled
   How the assessment will be scored: Scoring rubric
   Standard of success to be used for this assessment: 75% of students will have an average score of 2 of 3 or better
   Who will score and analyze the data: ENG 208 instructor (data may be reviewed by another FT member of the ENG department)

3. Use a multi-phase process to prepare a technical document that is clearly written, user-centered, and accurate.

Assessment 1

Assessment Tool: Final portfolio (online)

Assessment Date: Fall 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students enrolled

How the assessment will be scored: Scoring rubric

Standard of success to be used for this assessment: 75% of students will have an average score of 2 of 3 or better

Who will score and analyze the data: ENG 208 instructor (data may be reviewed by another FT member of the ENG department)

4. Prepare an electronic portfolio.

Assessment 1

Assessment Tool: Final portfolio (online)

Assessment Date: Fall 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students enrolled

How the assessment will be scored: Scoring rubric

Standard of success to be used for this assessment: 75% of students will have an average score of 2 of 3 or better

Who will score and analyze the data: ENG 208 instructor (data may be reviewed by another FT member of the ENG department)

Course Objectives

1. MANAGE PROJECTS

   >Write a comprehensive plan that includes a purpose statement, research plan, audience analysis, document type analysis, document outline, hours estimate, and detailed milestone schedule.

   >Update the project schedule and report project status to the instructor throughout the semester.

   >Write a project wrap-up report at the end of the semester.

2. DESIGN DOCUMENTS

   >Employ basic principles of page layout and document design.

   >Use Microsoft Word to create a document that contains a cover and copyright page, an automatically generated table of contents, style definitions that reflect the desired layout and the hierarchy of the document, integrated graphics, and an electronically generated index.

   >Write a one-page document describing how basic principles of document design were considered when designing the document.

3. WRITE CONTENT

   >Research, write, and deliver content in multiple phases.

   >The final document (3,000 word minimum) must be clearly written, user-centered, and accurate (both grammatically and technically).

4. EDIT CONTENT

   >Explore different levels of editing.

>Recognize common errors in grammar and punctuation and know how to correct them.

>Use electronic editing techniques.

5. PREPARE AN ELELCTRONIC PORTFOLIO

>Collect and organize artifacts for the electronic portfolio.

>Convert all documents to PDF and include them in the electronic portfolio.

>Prepare a table of contents for the electronic portfolio.

>Write a brief description of each artifact included in the electronic portfolio.

6. RESEARCH ISSUES IN TECHNICAL COMMUNICATION

>Research a current issue in the field of technical communication.

>Effectively organize information about the topic.

>Share information in a screencast.

>Post the screencast online.

New Resources for Course
USB storage device

Course Textbooks/Resources
Textbooks
Manuals
Periodicals
Software

Equipment/Facilities
Level III classroom
Computer workstations/lab

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