ENGL 120T: TECHNICAL WRITING

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Approval Path
1. Wed, 15 Jan 2020 22:17:00 GMT
   David Toise (dwtoise): Approved for ENGL Committee Chair
2. Wed, 15 Jan 2020 22:18:19 GMT
   David Toise (dwtoise): Approved for ENGL Chair
3. Fri, 07 Feb 2020 20:32:58 GMT
   Robin Fisher (rfisher): Rollback to Initiator
4. Mon, 10 Feb 2020 19:07:37 GMT
   David Toise (dwtoise): Approved for ENGL Committee Chair
5. Mon, 10 Feb 2020 19:09:01 GMT
   David Toise (dwtoise): Approved for ENGL Chair
6. Mon, 10 Feb 2020 19:58:15 GMT
   Robin Fisher (rfisher): Approved for ALS College Committee Chair
7. Mon, 10 Feb 2020 20:49:47 GMT
   Melinda Wilson Ramey (mwilson): Approved for ALS Dean

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Viewing:ENGL 120T : Technical Writing
Last edit:Mon, 10 Feb 2020 18:18:05 GMT
Changes proposed by: Angela Laflen (223000258)

Contact(s):

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Catalog Title:
Technical Writing

Class Schedule Title:
Technical Writing

Academic Group: (College)
ALS - Arts & Letters

Academic Organization: (Department)
English

Will this course be offered through the College of Continuing Education (CCE)?
No

Catalog Year Effective:
Spring 2021 (2021/2022 Catalog)

Subject Area: (prefix)
ENGL - English

Catalog Number: (course number)
120T

Course ID: (For administrative use only.)
180509

Units:
4

Changes to a course's units impact any related programs. As a result, a corresponding change must also be submitted for those programs

In what term(s) will this course typically be offered?
Fall, Spring

Does this course require a room for its final exam?
Yes, final exam requires a room

Does this course replace an existing experimental course?
No

This course complies with the credit hour policy:
Yes

Justification for course proposal:
Portfolio project that becomes part of the student's ePortfolio is now being added to the course and the number of units changed appropriately (4-unit course). The course name change indicates that this course is appropriate for a wider range of students, not only those in engineering and computer science.

Course Description: (Not to exceed 80 words and language should conform to catalog copy.)
Teaches students the skills of a technical communicator capable of translating information created by technical experts for non-expert readers, whether those are business decision makers or members of the public. Focuses on how technical communication is different from academic styles and introduces students to the current writing challenges and practices. Prepares students to craft messages using ever-changing and increasingly powerful, integrated media. 4 units

Are one or more field trips required with this course?
No

Fee Course?
No

Is this course designated as Service Learning?
No

Does this course require safety training?
No

Does this course require personal protective equipment (PPE)?
No

Does this course have prerequisites?
Yes

Prerequisite:
GWAR certification before Fall 09; or WPJ score of 80+; or 3-unit placement in ENGL 109M or ENGL 109W; or 4-unit placement in ENGL 109M or ENGL 109W and co-enrollment in ENGL 109X; or WPJ score 70 or 71 and co-enrollment in ENGL 109X.

Prerequisites Enforced at Registration?
Yes

Does this course have corequisites?

No

Graded:

Letter

Approval required for enrollment?

No Approval Required

Course Component(s) and Classification(s):

Discussion

Discussion Classification

CS#04 - Lecture /Recitation (K-factor=1 WTU per unit)

Discussion Units

3

Is this a paired course?

No

Is this course crosslisted?

No

Can this course be repeated for credit?

No

Can the course be taken for credit more than once during the same term?

No

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc."

Students will be able to:

1) apply and analyze content knowledge appropriate to technical writing.
2) apply critical reading strategies appropriate to the study of technical writing to a variety of texts, which may include written, oral, or visual works, to analyze language and texts using appropriate critical, theoretical, rhetorical, and disciplinary methodologies.
3) produce a variety of written texts relevant to the study of technical writing that--in a process that includes revision based on feedback from peers and instructors--analyze language, ideas, and forms and creatively engage with the writing traditions of the discipline.
4) employ primary and, where suitable, secondary sources relevant to the study of technical writing using appropriate methodologies.

Attach a list of the required/recommended course readings and activities:

Technical Writing syllabus.docx

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above.

quizzes ELO 1, 2, 3
formal writing assignments ELO 1, 2, 3, 4
informal writing ELO 1, 2
project proposal ELO 1, 2, 3, 4
portfolio project ELO 1, 2, 3

Is this course required in a degree program (major, minor, graduate degree, certificate?)

No

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer)?

No

Will there be any departments affected by this proposed course?

No

I/we as the author(s) of this course proposal agree to provide a new or updated accessibility checklist to the Dean's office prior to the semester when this course is taught utilizing the changes proposed here.

I/we agree

University Learning Goals

Undergraduate Learning Goals:
Competence in the disciplines
Knowledge of human cultures and the physical and natural world
Integrative learning
Personal and social responsibility
Intellectual and practical skills

Is this course required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?
No

GE Course and GE Goal(s)

Is this a General Education (GE) course or is it being considered for GE?
Yes

In which GE area(s) does this apply?
A2. Written Communication

Which GE objective(s) does this course satisfy?
Read, write, and understand relatively complex and sophisticated English prose.
Find and use common information resources, engage in specialized library research, use computers and seek out appropriate expert opinion and advice.
Construct a non-fallacious verbal argument, recognize fallacious arguments, and follow the verbal arguments of others.

Attach Course Syllabus with Detailed Outline of Weekly Topics:
Technical Writing syllabus.docx

Syllabi must include: GE area outcomes listed verbatim; catalog description of the course; prerequisites, if any; student learning objectives; assignments; texts; reading lists; materials; grading system; exams and other methods of evaluation.

Will more than one section of this course be offered?
No

General Education Details - Area A2: Written Communication

Section 1.

Indicate in written statements how the course meets the following criteria for Category A2. Relate the statements to the course syllabus and outline. Be as succinct as possible.

Offers instruction in the composition of expository essays, including: 1) the fundamentals of usage; 2) sentence structure, and 3) essay structure.
This course builds on A2 and second-semester composition requirements by looking in greater depth at particular aspects of composition and/or rhetoric—furthering student understanding of composition/rhetorical theories and applications.

Develops by suitable exercises and essay assignments, a general skill, applicable to any subject matter. [Students may satisfy the requirement in this category by passing English 5 or an approved equivalent.]
This course examines and compares approaches to—and theories of--writing, writing studies, and rhetoric; in so doing, students gain a deeper understanding of the history and diversity of rhetoric/theories of writing as well as the cultural and personal significance of the various approaches.

Includes a writing component described on course syllabus.

1) If course is lower division, formal and/or informal writing assignments encouraging students to think through course concepts using at least one of the following: periodic lab reports, exams which include essay questions, periodic formal writing assignments, periodic journals, reading logs, other. Writing in lower division courses need not be graded, but must, at a minimum, be evaluated for clarity and proper handling of terms, phrases, and concepts related to the course.
2) If course is upper division, a minimum of 1500 words of formal, graded writing. [Preferably there should be more than one formal writing assignment and each writing assignment (e.g. periodic lab reports, exams which include essay questions, a research/term

paper etc.) should bedue in stages throughout the semester to allow the writer to revise after receiving feedback from the instructor. Include an indication of how writing is to be evaluated and entered into course grade determination.]

The assignments listed below require students to improve their rhetorical awareness in a variety of different contexts, paying clear attention to audience and purpose. Students will do so by engaging with a variety of complex and sophisticated texts from this field.

Section 2.

If you would like, you may provide further information that might help the G.E. Course Review Committee understand how this course meets these criteria and/or the G.E. Program Objectives found on PP. 2-3 of the "Statement of Policies Pertaining to the G.E. Program" of August, 1991.

The attached syllabus indicates opportunities for drafting, feedback, and revision of a variety of writing assignments.

The attached syllabus indicates due dates for writing assignments over the course of the semester; a minimum of 3000 words are due before the last two weeks of instruction.

Reviewer Comments:

Mark Ludwig (mdludwig) (Fri, 07 Feb 2020 19:06:25 GMT): Justification section: Expand on this. Offer a pedagogical or curricular reason for the changes. The course description in the syllabus should match the Form A course description.
Robin Fisher (rfisher) (Fri, 07 Feb 2020 20:32:58 GMT): Rollback: Dear Angela, Thank you for attending our meeting! Please see Prof. Ludwig's requests for edits on behalf of the committee. Please let me know if you have any questions. Thank you, Robin Fisher

Key: 8333