WASHTENAW COMMUNITY COLLEGE

ASSESSMENT PLANNING FORM

Course/program- to be assessed:

Title: Technical Writing
Award type: Certificate
Division: HSS
Code: CTTWR
Department: E/W

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
Plan and manage technical writing projects	Portfolio Review (Use course-level portfolio assessment data)	Winter 2008/Every three years thereafter	Advanced Technical Writing Students: ENG 208, 209, 218	Analyze all data collected from course-level portfolio assessment for this outcome
Design and write end-user documentation for delivery in multiple formats	Portfolio Review (Use course-level portfolio assessment data)	Winter 2009/Every three years thereafter	Advanced Technical Writing Students: ENG 208, 209, 218	Analyze all data collected from course-level portfolio assessment for this outcome

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Describe the scoring range to be used, or include a copy of the rubric.

   The Technical Writing Advisory Board will review segments of the student portfolios using the attached rubrics. *Attached to Assoc Arts Tech Writing*

2. Indicate the standard of success to be used for this assessment (e.g. 75% of students must meet all learning outcomes).

   Seventy percent of students must receive a score of 2 (average) on the portfolio segment being assessed.

3. Indicate who will score and analyze the data.

   The Technical Writing Advisory Board will score the artifacts; full-time technical writing faculty will analyze the data.

4. Explain how and when the assessment results will be shared with the department and other involved faculty.

   The results will be made available to the department and other involved faculty the semester following the assessment.

5. Describe any additional assistance the department will require to complete this assessment.

   The faculty will need help disaggregating data.

Submitted by:

Name:_____   Date:_____

Department Chair:_____   Date:_____

Dean:_____   Date:_____

Please return completed form to the Office of Curriculum & Assessment, SC 247.