Washtenaw Community College Comprehensive Report

ENG 208 Technical Writing for Print Delivery
Effective Term: Winter 2022

Course Cover

College: Humanities, Social and Behavioral Sciences
Division: Humanities, Social and Behavioral Sciences
Department: English & College Readiness
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: Three Year Review / Assessment Report
Change Information:
    Course description
    Outcomes/Assessment
    Objectives/Evaluation
Rationale: Changes more accurately reflect the content, requirements, and academic rigor of this course.
Proposed Start Semester: Winter 2022
Course Description: In this course, students learn how to research, draft, design, and revise a technical document based on an approved topic of their choice. At the beginning of the semester, students create a detailed project plan, schedule, and design template that will serve as a framework for the writing and editing phases of the project. Ultimately, each student will deliver a final document (5,000 word minimum) that is clearly written, user-centered, and accurate (both grammatically and technically). At the end of the semester, each student will create an electronic portfolio to showcase their work, from the initial project plan to the final document.

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:
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
College for Creative Studies
Central Michigan University

Student Learning Outcomes

1. Prepare and follow a detailed project plan and schedule.
    ### Assessment 1
    Assessment Tool: Final project plan and schedule
    Assessment Date: Winter 2024
    Assessment Cycle: Every Three Years
    Course section(s)/other population: All sections
    Number students to be assessed: All students
    How the assessment will be scored: Outcome-related rubric
    Standard of success to be used for this assessment: A minimum of 75% of students will score 75% or better on this assessment.
    Who will score and analyze the data: ENG 208 lead instructor

2. Employ basic document design principles to create an effective page layout and design.
    ### Assessment 1
    Assessment Tool: Final portfolio (online)
    Assessment Date: Winter 2024
    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 score 75% or higher
    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 iterative process to write a technical document that is clear, concise, accurate, and user-focused.
    ### Assessment 1
    Assessment Tool: Final portfolio (online)
    Assessment Date: Winter 2024

Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Scoring rubric
Standard of success to be used for this assessment: 75% of students will score of 75% or higher
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 that effectively showcases the student's work.
   Assessment 1
   Assessment Tool: Final portfolio (online)
   Assessment Date: Winter 2024
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Scoring rubric
   Standard of success to be used for this assessment: 75% of students will score 75% or higher
   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. Write a comprehensive plan that includes a purpose statement, research plan, audience analysis, document type analysis, document outline, hours estimate, and detailed milestone schedule.
2. Update the project schedule and report the project status to the instructor throughout the semester.
3. Write a project wrap-up report at the end of the semester.
4. Employ basic principles of page layout and document design.
5. Recognize basic concepts related to accessibility and compliance with the Americans with Disabilities Act (ADA) compliance.
6. Use Microsoft Word to create a document that contains an inside cover and copyright page, an automatically generated table of contents, style definitions that reflect the desired layout and content hierarchy, integrated graphics, and an electronically generated index.
7. Write a one-page document describing how basic principles of document design were considered when designing the document.
8. Research, draft, and revise content in iterative phases.
9. Deliver phases by dates specified in the project plan.
10. Revise the document based on feedback to improve elements such as organization, clarity, and accuracy of content.
11. Prepare a final document (5,000 word minimum) that is clearly written, user-centered, and accurate (both grammatically and technically).
12. Explore different levels of editing.
13. Recognize common errors in grammar and punctuation and know how to correct them.
14. Use electronic editing techniques.
15. Collect and organize artifacts for the electronic portfolio.
16. Convert all documents to PDF prior to including them in the electronic portfolio.
17. Prepare a table of contents for the electronic portfolio.
18. Write a brief description of the project overall and each artifact included in the electronic portfolio.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom
Computer workstations/lab

Reviewer	Action	Date
Faculty Preparer:		
Lisa Veasey	*Faculty Preparer*	*Aug 16, 2021*
Department Chair/Area Director:		
Carrie Krantz	*Recommend Approval*	*Aug 17, 2021*
Dean:		
Scott Britten	*Recommend Approval*	*Aug 19, 2021*
Curriculum Committee Chair:		
Randy Van Wagnen	*Recommend Approval*	*Oct 28, 2021*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Oct 30, 2021*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Nov 02, 2021*