1. Submitting College: CLASS

2. Department(s) Generating the Proposal: Liberal Arts

3. Proposal Title: New course proposal: ENGL 3415: Introduction to Technical Writing

4. Course Number(s) and Titles: ENGL 3415: Introduction to Technical Writing

5. Effective Date: Fall 2011

6. Brief Summary of Proposal: The addition of this course will enhance the depth of writing course offerings in the English Language and Literature program. By adding ENGL 3415: Introduction to Technical Writing to the SSU curriculum, our students will be able to acquire the ability to write for a diverse array of professions, an opportunity that SSU English Language and Literature major and minor students currently do not have. Adoption of this course also provides a technical elective for COST students in the Mathematics, Electronics Engineering Technology, and Civil Engineering Technology degree programs.

7. Type of Proposal: New course addition and a new writing option in the English Language and Literature Degree Program Grid, and a technical elective for COST students in the Mathematics, Electronics Engineering Technology, and Civil Engineering Technology degree programs.

   Existing:
   Deletions:

9. Impact on Existing Programs: An expansion of writing courses offerings for English Language and Literature majors and minors, and a technical elective for COST students in the Mathematics, Electronics Engineering Technology, and Civil Engineering Technology degree programs.

10. Additional Resources Required
    Personnel:
    Non-personnel:

11. Approvals:

   Department Curriculum Committee  Signature ___________________________ Date 3/4/2011 __________________

   Department Chair  Signature ___________________________ Date 3/4/2011 __________________

   College Curriculum Committee  Signature ___________________________ Date __________________

   College Dean  Signature ___________________________ Date __________________

   Vice President of Academic Affairs  Signature ___________________________ Date __________________
   (Chair of the New Programs and Curriculum Committee)

   Faculty Senate  Signature ___________________________ Date __________________
1. **Course Number:** ENGL 3415

2. **Course Title:** Introduction to Technical Writing

3. **Catalogue Description:** English 3415 introduces students to the written, oral, and digital aspects of technical communication. Students will gain proficiency in the techniques of objective reporting on scientific and technical material; the conventions of technical exposition; rhetorical analysis; collaborative writing; the ability of completing tasks in the workplace; language use; and principles of various technical reports, including abstracts, proposals, presentations, and manuals. Prerequisite ENGL 1102.

4. **Rationale:** This course will enhance the depth of professional writing course offerings currently absent in the English Language and Literature program. By adding ENGL 3415: Introduction to Technical Writing to the university curriculum, SSU students will be able to develop their writing skills for a variety of professions. Offering this course will strengthen the writing course offerings at SSU as well as contribute to the professional development opportunities for SSU students while broadening the intellectual depth and of the university as a whole.

5. **Credit Hours:** 3

6. **Pre-requisites:** ENGL1102

7. **Syllabus:** (Attached)

8. **Similarity to or duplication of Existing Courses:**
   - MSCI 3901: Technical Writing and Seminar
   - ENGT 2201: Technical Writing


10. **Grading:**
    - **Grade Assessment**
      - Audience Essay 10%
      - Ethics Memo 10%
      - Readability Exercise 10%
      - Designing a Document 5%
      - Illustration Exercise 5%
      - Fundraiser Letter 5%
      - Analysis Report 10%
      - Proposal 10%
      - Instructions 10%
      - Oral Report 10%
      - Job Application 5%
      - Resume 5%
      - PowerPoint Presentation 5%
    - Total 100%
ENGL 3415
Introduction to Technical Writing

Instructor:

Office:

Email:

Telephone:

Hours:

Course Description: English 3415 introduces students to the written, oral, and digital aspects of technical communication. Students will gain proficiency in the techniques of objective reporting on scientific and technical material; the conventions of technical exposition; rhetorical analysis; collaborative writing; the ability of completing tasks in the workplace; language use; and principles of various technical reports, including abstracts, proposals, presentations, and manuals. Prerequisite ENGL 1102.

Learning Outcomes:

Upon completion of this course, students will

1. Improve their ability and familiarity with all levels of the writing process
2. Increase their ability and comfort with computer-mediated writing
3. Apply rhetorical understanding of language to writing within a variety of situations to include audience, purpose and genre, especially as related to technical writing in the workplace and major coursework
4. Apply objective and critical thought to inquiry-based research
5. Observe, explain, analyze, and synthesize material
6. Create and present oral and PowerPoint presentations using visual aids effectively

Goals

In this course, students will

1. Be introduced to the diverse writing cultures of their disciplines
2. Be exposed to information technologies applicable to their disciplines
3. Observe the importance of collaborative work in the classroom and the workplace
4. Sustain a community of learners both among and across disciplines
5. Improve skills in analytical reading and textual analysis
6. Gain familiarity with the choices good writers make in varied writing situations
7. Incorporate rhetorical techniques and concepts in their compositions
8. Demonstrate facility in the writing process
9. Gain familiarity with available resources and methods of research
10. Demonstrate facility with course material and prove ability through written, oral, and electronic assignments

Objectives:

To fulfill the goals, students will

1. practice reading comprehension skills using vocabulary, literal, inference and analysis questions
2. practice all stages of the technical writing process: inventing, drafting, and revising
3. compose in a variety of genres, such as reports, proposals, memos, letters, analysis, and resume
4. engage in academic research
5. develop the ability to present specialized knowledge to a non-expert audience

Required Texts (available at the SSU University Bookstore)

Grade Assessment
• Audience Essay 10%
• Ethics Memo 10%
• Readability Exercise 10%
• Designing a Document 5%
• Illustration Exercise 5%
• Fundraiser Letter 5%
• Analysis Report 10%
• Proposal 10%
• Instructions 10%
• Oral Report 10%
• Job Application 5%
• Resume 5%
• PowerPoint Presentation 5%
• Total 100%

Grading Scale:
Passing grades
A = Excellent (90% - 100%)
B = Very good (89% - 80%)
C = Average (79% - 70%)

Failing grades
D = Fair (69% - 60%)
F = Poor (59% - 0%)

Classroom Decorum
In addition to attending class, students are expected to participate with professionalism. Be engaged but polite and respectful of other views and positions that might differ from your own. Avoid personal conversations that might distract the teacher and students. Avoid coming in late, and leave early only if necessary. Please: Remember to turn off cell phones and pagers.

Missed or late work
Late out-of-class assignments will have the grade reduced by 10% each day late, including weekends up to 3 days. Work that is more than 3 days late will not be accepted unless prior arrangements have been made. Do not take this policy lightly. Please contact me prior to the appropriate due date if you feel you will have problems submitting a particular assignment on time.

Plagiarism and Cheating
Do not cheat by copying material from other students or using ideas or material, quoted or paraphrased, from other sources without giving proper credit. Be especially careful with material taken from the Internet. Any plagiarized essay or copied assignment will receive a score of 0/F.
Disability Accommodations
If a student has a documented and or declared disability or any significant learning or health impairment, reasonable accommodations (support) will be provided if requested by the student according to the recommendations of The Office of Counseling and Disability Services: (912) 356-2202, Room 233, 2nd Floor King Frazier Annex.

Cell Phones & Wireless Technology
If you must bring a cell phone to class, please ensure that it is turned off for the duration of the class. Text messaging in class, surfing the internet wirelessly, the wearing of blue tooth ear devices or ear plugs for iPods and MP3 players are not permitted during the class period. Students who violate this policy will be asked to leave the class.

Closure Statement
The schedule and procedures in this course are subject to change in the event of extenuating circumstances.