FORM I – SUMMARY PAGE FOR PROPOSAL #

1. Title: ENGL 3415: Introduction to Technical Writing

2. Submitting College: Liberal Arts

3. Department(s) Generating the Proposal: English

4. Effective Date: Fall 2011

5. Brief Summary of Proposal: This 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.

6. Type of Proposal: New course addition and a new Area F option in the English Language and Literature Degree Program Grid. Students will have the option to take ENGL 3415: Introduction to Technical Writing OR ENGL 2104: Advanced Composition.

7. Graduate School Endorsement Status: not applicable

8. Impact on Library Holdings: None.
   Existing:
   Additional:
   Deletions:

9. Impact on Existing Programs: An expansion of writing courses for English Language and Literature majors and minors and a new Area F option.

10. Additional Resources Required: None
    A) Personnel
    B) Non-Personnel

11. Approvals:

   X Department Curriculum Committee               Date 3/4/2011
   
   Department Faculty                                Date 3/4/2011
   
   CLASS Curriculum Committee                        Date 10/21/11
   
   College Dean                                      Date 9/12/11
   
   Curriculum & New Programs Committee               Date
   
   Graduate Council                                  Date
   
   Faculty Senate                                    Date
   
   University Faculty                                Date
FORM II – COURSE ADDITION FORM FOR PROPOSAL, #

A. Course Number: ENGL 3415

B. Course Title: Introduction to Technical Writing

C. Catalog Description: 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.

D. 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.

E. Credit Hours: 3

F. Impact on Library Holdings: None

G. Prerequisites: ENGL 1102

H. Syllabus: (attached)

I. Similarity to, or duplication of existing Courses: MSCI 3901: Technical Writing and Seminar / ENGT 2201: Technical Writing

J. Textbook Selection:
   Required Texts

K. 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%

I. Bibliography
SAVANNAH STATE UNIVERSITY
College of Liberal Arts and Social Sciences
Department of Liberal Arts

ENGL 3415
Introduction to Technical Writing

Instructor:  Telephone:  
Office:  Hours:
Email:  

Learning Outcomes:
In this course, students will
1. Improve their ability and familiarity with all levels of the writing process
2. Be introduced to the diverse writing cultures of their disciplines
3. Be exposed to information technologies applicable to their disciplines
4. Increase their ability and comfort with computer-mediated writing
5. Observe the importance of collaborative work in the classroom and the workplace
6. Sustain a community of learners both among and across disciplines
7. 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
8. Apply objective and critical thought to inquiry-based research
9. Observe, explain, analyze, and synthesize material
10. Create and present oral and PowerPoint presentations using visual aids effectively

Goals
In this course, students will
1. improve skills in analytical reading and textual analysis
2. gain familiarity with the choices good writers make in varied writing situations
3. incorporate rhetorical techniques and concepts in their compositions
4. demonstrate facility in the writing process
5. gain familiarity with available resources and methods of research
6. 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
**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.

**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.