1. Course Title:

Technical Writing  
ENG 310 – 4 Credits  
4 hr Lecture per week  
MET Core Program Requirement  
Prerequisite: ENG102 and junior standing  
This is a Communication content course under ABET Criterion 5

2. Faculty Member Information:
   Instructor: Karen Gookin  
   Office: L&L 404 MS 7558  
   Phone: 509-963-3437  
   E-mail: gookink@cwu.edu

3. Course Description:
   Practice in writing and editing technical reports.

4. Textbook and other required materials for the course:
   The Elements of Technical Writing; Thomas Pearsall; Allyn & Bacon, current edition.  
   Handbook of Technical Writing; Brusaw, Alred and Oliu; St.Martin’s Press, 8th edition

5. Specific Learner and Expressive Outcomes and Assessment Strategies:

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<th>ABET Outcome Criteria #</th>
<th>Learner Outcomes</th>
<th>Assessment</th>
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6. Course Topics and Schedule:

Week 1  Intro to tech writing, memo format, situational analysis  
Week 2  Instructions: usability, parallelism/list making, basic grammar expectations  
Week 3  Technical report: General format, lit review, documentation  
Week 4  Technical report: page design & graphics, pagination  
Week 5  Technical report: pronoun agreement, basic sentence structure  
Week 6  Proposal/Feasibility report: proposal format  
Week 7  Proposal/Feasibility report: style and diction, editing  
Week 8  Progress Report: using numbers  
Week 9  Progress Report: executive summary, feasibility report format  
Week 10 Feasibility Report: review format expectations

7. Grading:

Per Centages assigned for each report and exam:  
Introductory/Discussion Board memo P/F  
Instructions report with cover memo 15 percent  
Technical report with Literature review and cover 20 percent  
Proposal 20 percent  

Report Criteria:
Content/Focus/Detail  
Format/Design  
Organization/Purpose  
Sentences/Diction  
Documentation

ABET 2009 Self-Study Report for MET Program at CWU  
Page 59
Progress rep/Discussion Board memo 10 percent  Grammar/Usage
Feasibility report with cover memo 15 percent
Exams (3) 15 (5 each)
Discussion Board participation @ topics 5 percent
100 percent

8. ADA Statement:

Students who have special needs or disabilities that may affect their ability to access information and or material presented in this course are encouraged to contact me or Robert Harden, ADA Compliance Officer, Director, ADA Affairs and Students Assistance on campus at 963-2171 for additional disability related educational accommodations.

Prepared by Roger Beardsley June 22, 09