

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:

ABET Outcome Criteria #	Learner Outcomes	Assessment
	.	
	.	
	.	.

6. Course Topics and Schedule:

- Week1 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:

Percentages 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

ABET 2009 Self-Study Report for MET Program at CWU

Report Criteria:

Content/Focus/Detail
Format/Design
Organization/Purpose
Sentences/Diction
Documentation

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