

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

COURSE MODIFICATION PROPOSAL

Courses must be submitted by October 15, 2011, and finalized by the end of the fall semester to make the next catalog (2012-13) production

DATE (CHANGE DATE EACH TIME REVISED): 10/11/11; REV 10.20.11

PROGRAM AREA(S): ENGLISH

Directions: All of sections of this form must be completed for course modifications. Use YELLOWED areas to enter data. All documents are stand alone sources of course information.

1. Indicate Changes and Justification for Each. [Mark all change areas that apply and follow with justification. Be as brief as possible but, use as much space as necessary.]

- x Course title
Prefix/suffix
Course number
Units
Staffing formula and enrollment limits
X Prerequisites/Corequisites
x Catalog description
Mode of Instruction
x Course Content
x Course Learning Outcomes
x References
GE
Other
Reactivate Course

Justification: Updated the course to fit the needs of the current tech writing program.

2. Course Information.

[Follow accepted catalog format.] (Add additional prefixes if cross-listed)

OLD

Prefix ENGL Course# 482
Technical Writing Units (3)
3 hours lecture per week
hours blank per week

x Prerequisites: ENGL 330
Consent of Instructor Required for Enrollment
Corequisites:

Catalog Description (Do not use any symbols):
This course is an overview of the field of technical writing. Research, interviewing, and the various forms of technical writing are addressed. Students will produce work in a variety of forms of technical writing.

General Education Categories:
Grading Scheme (Select one below):
x A - F
Credit/No Credit
Optional (Student's Choice)

Repeatable for up to units
Total Completions
Multiple Enrollment in Same Semester Y/N
Course Level:
x Undergraduate
Post-Baccalaureate

NEW

Prefix ENGL Course# 482
Title Technical and Business Writing Units (3)
3 hours lecture per week
hours blank per week

x Prerequisites: ENGL 251 or ENGL 330
Consent of Instructor Required for Enrollment
Corequisites:

Catalog Description (Do not use any symbols):
An overview of the field of technical and business writing. Students will engage in research, interviewing, and production of genres of technical writing, including reports, users guides, manuals, and technical descriptions; and business writing, including business communications and proposals. Current software will be introduced.

General Education Categories:
Grading Scheme (Select one below):
x A - F
Credit/No Credit
Optional (Student's Choice)

Repeatable for up to units
Total Completions
Multiple Enrollment in Same Semester Y/N
Course Level:
x Undergraduate
Post-Baccalaureate

3. Mode of Instruction (Hours per Unit are defaulted)

Hegis Code(s) _____
(Provided by the Dean)

Existing

Proposed

	Units	Hours Per Unit	Benchmark Enrollment	Graded		Units	Hours Per Unit	Benchmark Enrollment	Graded	CS No. (filled out by Dean)
Lecture	3	1	30	X	Lecture	3	1	30	X	
Seminar		1			Seminar		1			
Lab		3			Lab		3			
Activity		2			Activity		2			
Field Studies					Field Studies					
Indep Study					Indep Study					
Other blank					Other blank					
Online					Online					

4. Course Attributes:

General Education Categories: All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

- A-1 Oral Communication
- A-2 English Writing
- A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

- B-1 Physical Sciences
- B-2 Life Sciences – Biology
- B-3 Mathematics – Mathematics and Applications
- B-4 Computers and Information Technology

C (Fine Arts, Literature, Languages & Cultures)

- C-1 Art
- C-2 Literature Courses
- C-3a Language
- C-3b Multicultural

D (Social Perspectives)

E (Human Psychological and Physiological Perspectives)

UDIGE/INTD Interdisciplinary

Meets University Writing Requirement

Meets University Language Requirement

American Institutions, Title V Section 40404: Government US Constitution US History

Refer to website, Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

Service Learning Course (Approval from the Center for Community Engagement must be received before you can request this course attribute).

5. Justification and Requirements for the Course. *[Make a brief statement to justify the need for the course]*

OLD

This course is an elective in the English major, a required course for the Technical Writing Certificate, and a required course in the Computer Science major.

NEW

This course remains an elective for the English major and a required course for the Technical Writing Certificate. The reasons for the modifications are: to update the references, incorporate more real-world genres of technical writing, fold in business writing, and add the outcomes pertaining to translation of scientific concepts for non-technical audiences, a central feature of all technical writing.

Requirement for the Major/Minor

x Elective for the Major/Minor

Free Elective

Requirement for the Major/Minor

x Elective for the Major/Minor

Free Elective

Submit Program Modification if this course changes your program.

6. Student Learning Outcomes. (List in numerical order. You may wish to visit resource information at the following website: <http://senate.csuci.edu/comm/curriculum/resources.htm>)

Upon completion of the course, the student will be able to:

OLD

Students will learn to utilize strategies for writing which include:

- 1) understanding what is expected of any given writing task;
- 2) determining an appropriate focus for that task;
- 3) planning and researching;
- 4) composing a text that is well-organized and fully developed;
- 5) determining and following the conventions of grammar and style that are required for "successful writing" in a given technical writing situation.
- 6) Evaluate technical descriptions, business communications, proposals and reports for targeted audiences.
- 7) Produce professional quality technical descriptions, communications and correspondence, formal and informal proposals and reports.

Upon completion of the course, the student will be able to:

NEW

- Use research, including the personal interview, to determine appropriate content, purpose and audience for the writing task
- Use audience feedback to improve the written product
- Identify criteria for professional writing in different genres within technical writing
- Evaluate technical documents for targeted audiences
- Communicate orally and in writing by using appropriate conventions of grammar, usage and style
- Translate scientific and technical concepts into relatable ideas for non-technical audiences
- Produce professional technical writing according to stated criteria for visual appearance, content, language use and audience.

7. Course Content in Outline Form. (Be as brief as possible, but use as much space as necessary)

OLD

This course serves as an introduction to the field of Technical Writing. Topics include:
Organizing and drafting
Identifying audience and purpose
Clarity of prose
Writing for specific fields
Evaluating technical documents

NEW

Introduction to technical and business writing
Audience analysis in technical and business writing
Professionalism in business communications
Criteria for successful business writing
Production and evaluation of business writing:
business communications and proposals
Interviewing, research, and collaboration in technical and scientific disciplines
Criteria for successful technical writing
Production and evaluation of technical writing:
reports, users guides, manuals, and technical descriptions

Does this course content overlap with a course offered in your academic program? Yes No

If YES, what course(s) and provide a justification of the overlap.

Does this course content overlap a course offered in another academic area? Yes No

If YES, what course(s) and provide a justification of the overlap.

Overlapping courses require Chairs' signatures.

8. Cross-listed Courses (Please note each prefix in item No. 1)

A. List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).

B. List each cross-listed prefix for the course:

C. Program responsible for staffing:

9. References. [Provide 3-5 references]

OLD

Science and Technical Writing: A Manual of Style, Second Edition, Philip Rubens, Routledge, 2000.

Technical Writing 101 : A Real-World Guide to Planning and Writing Technical Documentation, Alan S. Pringle. Scriptorium Press, 2000.

Technical Writing: Process and Product (4th Edition), Sharon J. Gerson. Prentice Hall, 1999.

Technical Communication (9th Edition), John M. Lannon. Addison Wesley, 2001.

NEW

Martinez, D. (Ed.). (2008). *Technical Writing: A Reference for Technical Writers at All Levels*. New York: Kaplan Pub.

Penrose, A., & Katz, S. (2010). *Writing in the Sciences: Exploring Conventions of Scientific Discourse*. New York: Pearson Longman.

Gerson, S., & Gerson, S. (2012). *Technical Communication: Process and Product*. Boston, MA: Prentice Hall.

Hofmann, A. (2010). *Scientific Writing and Communication: Papers, Proposals, and Presentations*. New York: Oxford University Press.

Markel, M. (2010). *Technical Communication*. Boston: Bedford/St Martin's.

10. Tenure Track Faculty qualified to teach this course.

Mary Adler and Jacquelyn Kilpatrick

11. Requested Effective Date or First Semester offered: Fall 2012

12. New Resource Requested: Yes No

If YES, list the resources needed.

A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)

B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)

C. Facility/Space/Transportation Needs:

D. Lab Fee Requested: Yes No (Refer to the Dean's Office for additional processing)

E. Other.

13. Will this course modification alter any degree, credential, certificate, or minor in your program? Yes No

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: **October 1, 2011** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2011**.

Last day to submit forms to be considered during the current academic year: **April 15th**.

Mary Adler

10/9/2011

Proposer(s) of Course Modification

Date

Type in name. Signatures will be collected after Curriculum approval.

Approval Sheet

Course: ENGL 482

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair		
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Signature

Date

Program Chair		
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Signature

Date

Program Chair		
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Signature

Date

General Education Chair		
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Signature

Date

Center for Intl Affairs Director		
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Signature

Date

Center for Integrative Studies Director		
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Signature

Date

Center for Multicultural Engagement Director		
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Signature

Date

Center for Civic Engagement and Service Learning Director		
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Signature

Date

Curriculum Chair		
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Signature

Date

AVP		
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Signature

Date