

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

COURSE MODIFICATION PROPOSAL

Courses must be submitted by October 15, 2013, and finalized by the end of the fall semester to make the next catalog (2014-15) production

DATE (CHANGE DATE EACH TIME REVISED): 2-1-13; REV 2.6.13

PROGRAM AREA(S): ENGL

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 an X by all change areas that apply then please follow-up your X's with justification(s) for each marked item. Be as brief as possible but, use as much space as necessary.]

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

Justification: The prerequisites are an unnecessary barrier for many students who can benefit from the professional preparation this course provides. Removing them allows more students access to a class that can improve their overall writing and provide technical and career oriented writing practices. Also, 482 and 483 need not be taught as a sequence.

The description, content, and reference are updated to conform to current practice in the course.

2. Course Information.

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

OLD

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):

☐ 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:

☐ Undergraduate
☐ Post-Baccalaureate
☐ Graduate

NEW

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

☐ Prerequisites: None
☐ Consent of Instructor Required for Enrollment
☐ Corequisites: ☐

Catalog Description (Do not use any symbols):

Technical/business writing is translation and persuasion. It requires explaining specialized source material to an audience to motivate action and provide grounds for decision making. Students will research and interview for information that they will turn into various forms, including but not limited to: reports, user guides, manuals, technical descriptions, business correspondence, marketing brochures, resumes, and proposals.

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:

☐ Undergraduate
☐ Post-Baccalaureate
☐ Graduate

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		<u>1</u>			Lecture	<u>3</u>	<u>1</u>	<u>30</u>	<u>X</u>	
Seminar		<u>1</u>			Seminar		<u>1</u>			
Lab		<u>3</u>			Lab		<u>3</u>			
Activity		<u>2</u>			Activity		<u>2</u>			
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/ge>
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 (Graduation Writing Assessment Requirement)

Meets University Language Requirement

☐ **American Institutions, Title V Section 40404:** ☐ Government ☐ US Constitution ☐ US History
Regarding 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).

☐ **Online Course** (Answer YES if the course is ALWAYS delivered online).

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

OLD

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
☒ Elective for the Major/Minor
☐ Free Elective

NEW

This course remains an elective for the English major and a required course for the Technical Writing Certificate. It is also an option in the Business major.

☐ Requirement for the Major/Minor
☒ Elective for the Major/Minor
☐ Free Elective

Submit Program Modification if this course changes your program.

6. Student Learning Outcomes. (List in numerical order. Please refer to the Curriculum Committee's "Learning Outcomes" guideline for measurable outcomes that reflect elements of Bloom's Taxonomy: <http://senate.csuci.edu/comm/curriculum/resources.htm>. The committee recommends 4 to 8 student learning outcomes, unless governed by an external agency (e.g., Nursing).

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

OLD

- 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.

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

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

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

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

NEW

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.
Zinsser, W. (2010). *On Writing Well, 30th Anniversary Edition: The Classic Guide to Writing Nonfiction*. Harper Perennial.
Tebeaux, E. & Dragga, S. (2011). *The Essentials of Technical Communication, Second Edition*. New York: Oxford University Press.

10. Tenure Track Faculty qualified to teach this course.

Mary Adler

11. Requested Effective Date or First Semester offered: Fall 2013

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, 2013** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2013**.

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

Brad Monsma, Mary Adler

2-1-13

Proposer(s) of Course Modification

Date

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

Approval Sheet

Course:

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		
Signature		Date
Program Chair		
Signature		Date
Program Chair		
Signature		Date
General Education Chair		
Signature		Date
Center for Intl Affairs Director		
Signature		Date
Center for Integrative Studies Director		
Signature		Date
Center for Multicultural Engagement Director		
Signature		Date
Center for Civic Engagement and Service Learning Director		
Signature		Date
Curriculum Chair		
Signature		Date
AVP		
Signature		Date