



# Course Outcomes Form Northwest Indian College

Hand-outs are posted on the Assessment website (<http://ww2.nwic.edu/faculty/assessment/assessment.htm>)

**Before completing this form, please refer to the *Instructions for Completing the Course Outcomes Form*. Please submit this form electronically.**

It is important to keep the following principles in mind when completing the forms:

- Regardless of the mode of learning (i.e., face-to-face, Independent learning, ITV, online, etc.) or the location of a course, only one course outcomes form should be completed for each course.
- Regardless of the mode of learning or the location of a course, the **NWIC outcomes** and the **Course outcomes** must be the same for a course.
- The **Instructional activities** and the **Assessment/evaluation strategies** may differ depending on the mode of learning. Please note **Instructional activities** and the **Assessment/evaluation strategies** that are different from the face-to-face class in each box (e.g., "IL: Essay").

<b>Last date this form was updated or edited</b>	July 8, 2010
<b>Course Number (e.g., ENGL 101)</b>	ENGL 202
<b>Course Name (e.g., English Composition I)</b>	<b>Technical Writing</b>
<b>List all instructor(s) who participated in creating and approved these course outcomes (please consult with at least one other person)</b>	Rochelle Troyano, Brian Compton, Ted Williams
<b>List the main textbooks, readings or other resources used in this course (including title, year and publisher)</b>	Technical Report Writing Today. Daniel Riordan and Steven Pauley. 8 <sup>th</sup> edition. ISBN: 0-618-14016-6
	Technical Communication. Michael Markel. 9 <sup>th</sup> edition. ISBN: 978-0-312-48597-9
	Technical Writing Essentials. Michael Markel. ISBN: 0-312-00736-1
	Writing Papers in the Biological Sciences. 4 <sup>th</sup> edition. ISBN-13: 978-0312440831
	Publication Manual of the American Psychological Association. 5 <sup>th</sup> edition. ISBN: 1-55798-791-2
	A Student Handbook for Writing in Biology (3 <sup>rd</sup> ed.), (ISBN: 978-1-4292-3491-7).

**A. NWIC outcomes:** From the *List of NWIC Outcomes*, select the *most* important outcomes you assess in this course (at least **one** NWIC outcome must be chosen- **maximum of four**).

<b>NWIC outcome # (e.g., “Written communication: 2a. Write Standard English”)</b>	<b>Instructional Activities: How will students master this outcome? (e.g., solving problems, group activity)</b>	<b>Assessment/Evaluation Strategies: How will you measure this outcome? (e.g., student presentations, essays)</b>
Written Communication skills - Students will be able to... <ul style="list-style-type: none"> <li>• Write Standard English</li> </ul>	Daily in-class and homework assignment writing in response to readings or video/lectures and exercises on Standard English	Evaluation of writing and exercises
Written Communication skills - Students will be able to... <ul style="list-style-type: none"> <li>• Write in a variety of text forms using various credible sources</li> </ul>	Discussion on credible sources and lecture on APA format. Use of APA format in reading responses. Writing technical summaries and research papers	Evaluation of technical summaries and research papers
Computer Skills - Students will be able to ... <ul style="list-style-type: none"> <li>• Use word processing software for communication.</li> <li>• Use the Internet for research.</li> <li>• Use electronic library resources</li> </ul>	<ul style="list-style-type: none"> <li>• Required use of Microsoft Word (or comparable) software to produce written material, as well as use of review techniques available in the application.</li> <li>• Use of Internet and library resources for research</li> </ul>	Evaluation of written material to show effective use of software application and critical use of Internet and library resources
Reading Skills – Students will be able to.... <ul style="list-style-type: none"> <li>• Comprehend readings.</li> <li>• Extend their own vocabulary through reading</li> </ul>	Written review of scientific literature to assess understanding of what is read.	Evaluation of summaries of scientific literature to assess understanding

**B. Course outcomes:** In order of priority, list the most important other learning outcomes for this course that you **assess** (a maximum of 10).

<b>Other course outcomes:</b> <b>Complete the sentence –</b> <b>As a result of this course, students</b> <b>will be able to...</b>	<b>Instructional Activities: How will</b> <b>students master this outcome?</b> <b>(e.g., solving problems, group</b> <b>activity)</b>	<b>Assessment / Evaluation Strategies:</b> <b>How will you measure this outcome?</b> <b>(e.g., student presentations, essays)</b>
Write appropriately for a targeted audience	Exercises in audience identification and effecting writing strategies for a specific and appropriate audience	Participation in group discussion and written assignments which show recognition of the importance of knowing one's audience
Demonstrate college-level writing, formatting, and citation skills	<ul style="list-style-type: none"> <li>• Lectures on technical writing essentials; exercises in voice, tense, word choice, paraphrasing and quoting references and use of in-text citations.</li> <li>• Writing short essays and technical papers that include good technical writing techniques with inclusion of in-text citations and reference page.</li> </ul>	Written work progression throughout the quarter and evidence of improving skill in technical writing technique
Perform library and Internet research on various technical topics	<ul style="list-style-type: none"> <li>• Lectures on use of the Internet for source materials</li> <li>• Exercises on Internet research, and using Lummi Library databases</li> </ul>	Demonstration of source material referenced from the World Wide Web or one of the Lummi databases to be included in written assignments
Describe the key components of technical literature	Examination of technical literature to learn accepted format and conventions of technical literature	Class discussion which shows understanding of technical literature and the accepted format and components
Incorporate source material into effective technical writing	Lecture, discussion and exercises on paraphrasing and quoting to incorporate research material into the written assignment	Demonstration of effective use of credible sources within written assignments
Differentiate credible sources from non-credible sources	Lecture, discussion, and exploration of informational sources for technical writing purposes	Inclusion of credible sources in written assignments and research paper
Use guidelines for formatting and citing sources as appropriate for technical communication	Lecture, discussion and exercises formatting guidelines	Evidence of correct style guidelines and formatting in written assignments
Write an effective technical paper using appropriate guidelines for the specific type of technical document	Capstone project using all previous lessons to produce a final technical document	Evidence of use of technical writing principles, use of appropriate format, and inclusion of credible sources