



Northeast Alabama Community College
Curriculum Committee
Minutes
May 15, 2015

- Meeting:** The Curriculum Committee held an online meeting on Friday, May 15, 2015.
- Participating:** Dr. Joe Burke, Dr. Julia Everett, Haley Johnson, Dr. Mike Kennamer, Rodney Land, Greg Millican, Joan Reeves, Sherry Whitten, Rob Woodall
- Not Participating:** Shelia Barnes, Jane Hopson, Brad Fricks, Sherie Grace, Lynde Mann, Ernestine Pace, Angie Stewart, Dr. Sharon Totten

Chair Rodney Land convened the online meeting. He asked committee members to review and vote with a reply of "Yes" or "No" to approve the syllabus for ENT 108 – Technical Writing.

He asked for a reply with a "Yes" or "No" vote of whether to approve or not approve the syllabus. All participating members voted to approve the program reviews.

Respectfully submitted by Lynde Mann (secretary)

SYLLABUS

ENT 108
1 Semester Credit Hour

Technical Writing
Online course

Course Description:

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on the ability to create, assimilate, and convey technical material in a concise and effective manner. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

Course Textbook, Manuals, or Other Required Materials:

Sorby, Sheryl A, and Bulleit, William M, *An Engineer's Guide to Technical Communication*, Pearson, 2006.

Prerequisite:

ENG 093 or equivalent test score.

Course Learning Outcomes:

- A. Apply various methods of data representation
- B. Apply various charting structures
- C. Apply basic knowledge of composing technical reports, design specifications, and assembly instructions
- D. Apply basic oral communication skills

Outline of Course Topics:

- A. Introduction to Technical Writing
- B. Ethical Issues in Technical Communication
- C. Personal Communication
- D. Communication of Calculations
- E. Technical Reports
- F. Oral Communications

Methods of Instruction

Online assignments with feedback, on-campus midterm and final.

Evaluation and Assessment

A. Course Grade Assessment

1. Assignments
2. Mid-term exam
3. Final Exam
4. Grade Policy
 - a. A = 90-100
 - b. B = 80-89
 - c. C = 70-79
 - d. D = 60-69
 - e. F = 0-59

B. Departmental Assessment of Learning Outcomes

1. Mastery of data representation will be assessed through the use of selected assignments. The student will demonstrate proficiency by attaining a grade of 80% or above.
2. Mastery of charting structures will be assessed through the use of a selected assignment. The student will demonstrate proficiency by attaining a grade of 80% or higher.
3. Mastery of composing technical reports, design specifications, and assembly instructions will be assessed through the use of a selected writing assignments and tests. The student will demonstrate proficiency by attaining a grade of 80% or higher.
4. Mastery of oral communication skills will be assessed through the use of oral communication assignment. The student will demonstrate proficiency by attaining a grade of 80% or higher.

C. Use of Assessment Findings

During the Fall In-service of the year following the scheduled review of ENT 108, a committee will review all course assessment materials submitted by the instructor. The committee will send a report of any recommended curriculum changes to the division chair that will then submit them to the Student Learning Outcomes Committee; a copy will be filed with the Office of Institutional Planning and Assessment.

Attendance

This is an online course. Students should review the Distance Education Student Handbook at:

http://www.nacc.edu/distance/Distance_Education_Student_Handbook.pdf

Withdrawal from class can affect eligibility for federal financial aid.

Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education Policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Statement of Adherence to ADA guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) and will publish the following statements on Course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *Americans with Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) should notify the instructor immediately."