

English 218 Technical and Scientific Communication

Course Learning Objectives

1. Describe the difference between technical communication and other forms of writing
2. Apply basic principles of document design
3. Compose appropriate documents in response to a rhetorical situation
4. Manage information effectively and appropriately
5. Correctly employ technical and scientific documentation styles

Module	Module Objectives	Learning Materials	Activities	Assessments	Interactions	Expected Time Spent Per Module
LO 1, 5	<p>Students will explain the types of communication that take place in their fields.</p> <p>Students will employ a correct citation and reference style for their documents.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p> <p>Canvas discussion</p>	<p>Read course text – Technical Communication Strategies for Today chapters 1, 2, &amp; 12</p> <p>Watch YouTube videos “Persuasion and Professional Communication,” “Audience Analysis,” and “Conducting Research and Using Sources”</p> <p>Reply to the Discussion prompt: “Introduction and Technical Communication in Your Field”</p>	<p>Discussion will be graded according to the Discussion Rubric</p>	<p>Interaction with course material.</p> <p>Student-student interaction through course discussion comments.</p> <p>Student-professor interaction through email and course discussion.</p> <p>Student-student interaction</p>	2.5 weeks

					through course discussion.	
LO 2, 3, 4	<p>Students will analyze a job ad as a rhetorical situation and create a resume and cover letter in response.</p> <p>Students will demonstrate document design principles specific to resumes and cover letters.</p> <p>Students will draft relevant information in response to the requirements of the job ad.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p> <p>Canvas assignment</p>	<p>Read course text – Technical Communication Strategies for Today chapter 5</p> <p>Watch YouTube videos “Creating Successful Resumes” and “Creating Cover Letters”</p> <p>Create and turn in a resume and cover letter in response to a specific job ad.</p>	Resume and cover letter will be graded according to assignment rubrics.	<p>Interaction with course material.</p> <p>Student-professor interaction through email and assignment comments.</p>	2 weeks
LO 2, 4, 5	<p>Students will evaluate the design of technical documents.</p> <p>Students will identify design principles</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p>	<p>Read course text – Technical Communication Strategies for Today chapters 13, 14</p>	Discussion will be graded according to the Discussion Rubric	<p>Interaction with course material.</p> <p>Student-student interaction</p>	3 weeks

	<p>used in technical and professional document.</p> <p>Students will identify which document design principles are missing or broken in documents.</p> <p>Students will evaluate the use of graphics in technical documents.</p> <p>Students will identify which guidelines are not followed in graphics in technical documents.</p> <p>Students will employ a correct citation and reference style for their documents.</p>	<p>Canvas discussion</p>	<p>Watch YouTube videos “Using Graphics in Professional Communication”, “Basic Principles of Document Design,” and “The Important of Font in Writing”</p> <p>Reply to the Discussion prompt: “Document Design and Graphic Mistakes”</p>		<p>through course discussion comments.</p> <p>Student-professor interaction through email and course discussion.</p> <p>Student-student interaction through course discussion.</p>	
<p>LO 1, 2, 3, 4, 5</p>	<p>Students will analyze a rhetorical situation to understand how best to describe a technical object from their major.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>Canvas discussion</p>	<p>Read course text – Technical Communication Strategies for Today chapter 7.</p> <p>Create and turn in a Technical Description</p>	<p>The Technical Description will be graded according to assignment rubrics.</p>	<p>Interaction with course material.</p> <p>Student-professor interaction through email</p>	<p>1 week</p>

	<p>Students will compose a Technical Description that describes a technical object in their major.</p> <p>Students will employ document design principles to create a document that follows the principles of document and graphic design.</p> <p>Students will employ a correct citation and reference style for their document.</p>		document in response to Canvas prompt.		and assignment comments.	
LO 1, 2, 3, 4, 5	<p>Students will evaluate a professional memo or letter.</p> <p>Students will judge the effectiveness of document design in a professional document.</p> <p>Students will compose a memo in response to their evaluation.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>Canvas discussion</p>	<p>Read course text – Technical Communication Strategies for Today chapter 6.</p> <p>Reply to the Discussion prompt: “Individual Chapter 6 Project”</p>	Discussion will be graded according to the Discussion Rubric.	<p>Interaction with course material.</p> <p>Student-student interaction through course discussion comments.</p> <p>Student-professor interaction through email</p>	1 week

	Students will employ a correct citation and reference style for their document.				and course discussion.  Student-student interaction through course discussion.	
LO 1, 2, 3, 4, 5	<p>Students will produce criteria by which they can judge two different technical items.</p> <p>Students will compose a report that recommends which of two technical items should be purchased. Students will analyze a rhetorical situation to understand the information used in their document.</p> <p>Students will apply document design principles to a report.</p> <p>Students will employ a correct citation and reference style for their document.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p> <p>Canvas assignment</p>	<p>Read course text – Technical Communication Strategies for Today chapters 10 and 11.</p> <p>Watch YouTube video “Reports”</p> <p>Create and turn in Analytical Report document in response to Canvas prompt.</p>	The Analytical Report will be graded according to assignment rubrics.	<p>Interaction with course material.</p> <p>Student-professor interaction through email and assignment comments.</p>	2 weeks

<p>LO 1, 2, 4, 5</p>	<p>Students will analyze a rhetorical situation about a draft proposal that was written.</p> <p>Students will evaluate a proposal and judge its merits based on document and information design.</p> <p>Students will create a memo that provides and defends their evaluation.</p> <p>Students will employ a correct citation and reference style for their document.</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p> <p>Canvas discussion</p>	<p>Read course text – Technical Communication Strategies for Today chapter 9.</p> <p>Watch YouTube video “How to Write Proposals”</p> <p>Reply to the Discussion prompt: “Proposal Evaluation”</p>	<p>Discussion will be graded according to the Discussion Rubric.</p>	<p>Interaction with course material.</p> <p>Student-student interaction through course discussion comments.</p> <p>Student-professor interaction through email and course discussion.</p> <p>Student-student interaction through course discussion.</p>	<p>1.5 weeks</p>
<p>LO 1, 2, 3, 4</p>	<p>Students will analyze a rhetorical situation concerning a process.</p> <p>Students will evaluate the</p>	<p>Course text – Technical Communication Strategies for Today</p> <p>YouTube videos</p> <p>Canvas assignment</p>	<p>Technical Communication Strategies for Today chapters 3, 4, 8 and 15.</p> <p>Watch YouTube video “How to write instructions”</p>	<p>The Analytical Report will be graded according to assignment rubrics.</p>	<p>Interaction with course material.</p> <p>Student-professor interaction through email and assignment comments.</p>	<p>3 weeks</p>

	<p>usability of a set of instructions.</p> <p>Students will develop a comprehensive set of instructions to complete a complex process.</p> <p>Students will draft a technical document using principles of document and graphic design.</p>		<p>Create and turn in Final Project – Instructions - to Canvas prompt.</p>			
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