



Savannah State University
New Programs and Curriculum Committee
Summary Page – Form I

- 1. Submitting College: CLASS
2. Department(s) Generating The Proposal: Liberal Arts
3. Proposal Title: Advanced Technical Writing
4. Course Number(s): 4415
5. Course Title(s): ENGL
6. Effective Date: Spring Year: 2014
7. Brief Summary of Proposal: The addition of this sequential technical writing course will enhance the depth of writing course offerings in the English Language and Literature program...

8. Type of Proposal: New Course If other, please describe: Click here to enter text.

9. Impact on Library Holdings

Existing: None
Additional: None
Deletions: None

10. Impact on Existing Programs: None

11. Additional Resources Required

Personnel: None
Non-personnel: None

12. Approvals:

- Department Curriculum Committee Signature Date 4/20/13
- Department Chair Signature Date 9-11-13
- College Curriculum Committee Signature Date
- College Dean Signature Date 9-17-13
- Vice President of Academic Affairs Signature Date
- Faculty Senate Signature Date



**Savannah State University
New Programs and Curriculum Committee
Course Addition Page – Form II**

1. **Course Number:** ENGL 4415
2. **Course Title:** Advanced Technical Writing
3. **Catalogue Description:** English 4415 will build upon the technical skills acquired in ENGL 3415. This comprehensive, project-based study of applied technical writing that provides intensive instruction in the theory and practice of professional writing for business and industry. The course offers a practical approach to understanding the writer's role in corporate and institutional structures, audience analysis, the budget process, the publication process, document design, and the problems of standards, styles, and print and digital formats in technical publications, such as manuals, style guidelines, proposals, and reports. Prerequisite: ENGL 3415.
4. **Rationale:** The addition of this sequential technical writing course will enhance the depth of writing course offerings in the English Language and Literature program and will build upon the technical skill acquired in ENGL 3415. By adding ENGL 4415: Advanced Technical Writing to the SSU curriculum, students who have passed the prerequisite, ENGL 3415: Introduction to Technical Writing, will be able to acquire the advanced ability to write for a diverse array of professions, an opportunity that will strengthen SSU's English Language and Literature program.
5. **Credit Hours:** 3
6. **Pre-requisites:** ENGL 3415: Introduction to Technical Writing
7. **Syllabus:** See attachment
8. **Similarity to or duplication of Existing Courses:** None. This is a sequential course to follow ENGL 3415: Introduction to Technical Writing.
9. **Textbook selection:** Markel, Mike. *Technical Communication*. Tenth Edition. New York: Bedford St. Martins. ISBN: 978-0-312-67948-4. Price \$73.98
10. **Grading: Grade Assessment**

Technical Report for a non-technical audience	10%
Feasibility Report	10%
Formal Report	10%
Memos	10%
Proposal	10%
Website Project	20%
Freelance Portfolio	30%

SAVANNAH STATE UNIVERSITY
College of Liberal Arts and Social Sciences
Department of Liberal Arts

ENGL 4415
Advanced Technical Writing

Instructor:
Office:
Email:

Telephone:
Hours:

Learning Outcomes:

In this course, students will

1. understand how to apply technical information and knowledge in practical documents for a variety of professional audiences (including peers and colleagues or management) and public audiences.
2. acquire the unique qualities of professional writing style, including sentence conciseness, readability, clarity, accuracy, honesty, avoiding wordiness or ambiguity, previewing, using direct order organization, objectivity, unbiased analyzing, summarizing, coherence and transitional devices.
3. identify, explain, and use the rhetorical strategies and the formal elements of these specific genres of technical communication: technical abstracts, data based research reports, instructional manuals, technical descriptions, web pages, wikis, and correspondence.
4. organize, analyze, document, and report research clearly, concisely, logically, and ethically; understand the standards for legitimate interpretations of research data within scientific and technical communities.
5. identify and develop professional format features in print, html, and multimedia modes.

Goals

In this course, students will

1. improve skills in analytical reading and textual analysis
2. demonstrate an ability to develop ideas precisely
3. incorporate clarity and conciseness in their compositions
4. demonstrate accuracy in the writing process
5. gain familiarity with available resources and methods of research
6. demonstrate facility with course material and prove ability through written, oral, and electronic assignments

Objectives:

To fulfill the goals, students will

1. evaluate and apply the standards, forms, conventions, and technologies of technical writing
2. communicate specialized technical information effectively to a variety of professional and non-professional audiences

3. analyze technical communication scenarios, and design and develop appropriate and effective technical documents
4. engage in academic research
5. develop the ability to present specialized knowledge to a non-expert audience.

Course Description: English 4415 will build upon the technical skills acquired in ENGL 3415. This comprehensive, project-based study of applied technical writing that provides intensive instruction in the theory and practice of professional writing for business and industry. The course offers a practical approach to understanding the writer's role in corporate and institutional structures, audience analysis, the budget process, the publication process, document design, and the problems of standards, styles, and print and digital formats in technical publications, such as manuals, style guidelines, proposals, and reports. Prerequisite: ENGL 3415.

Required Texts (available at the SSU University Bookstore)

- Markel, Mike. *Technical Communication*. Tenth Edition. New York: Bedford St. Martins. ISBN: 978-0-312-67948-4. Price: \$73.98

Grade Assessment

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Formal Report	10%
Memos	10%
Proposal	10%
Website Project	20%
Freelance Portfolio	<u>30%</u>
	100%

Grading Scale:

Passing grades

- A = Excellent (90% - 100%)
- B = Very good (89% - 80%)
- C = Average (79% - 70%)

Failing grades

- D = Fair (69% - 60%)
- F = Poor (59% - 0%)

Quality Enhancement Plan

In support of the Savannah State University's Quality Enhancement Plan, "The Write Attitude," and the outcomes of this course, students will produce a minimum of 60 pages of writing during the semester in a variety of forms.

Classroom Decorum

In addition to attending class, students are expected to participate with professionalism. Be engaged but polite and respectful of other views and positions that might differ from your own. Avoid personal conversations that might distract the teacher and students. Avoid coming in late, and leave early only if necessary. Please: Remember to turn off cell phones and pagers.

Missed or late work

Late out-of-class assignments will have the grade reduced by 10% each day late, including weekends up to 3 days. Work that is more than 3 days late will not be accepted unless prior arrangements have been made. Do not take this policy lightly. Please contact me prior to the appropriate due date if you feel you will have problems submitting a particular assignment on time.

Plagiarism and Cheating

Do not cheat by copying material from other students or using ideas or material, quoted or paraphrased, from other sources without giving proper credit. Be especially careful with material taken from the Internet. Any plagiarized essay or copied assignment will receive a score of 0/F.

Disability Accommodations

If a student has a documented and or declared disability or any significant learning or health impairment, reasonable accommodations (support) will be provided if requested by the student according to the recommendations of The Office of Counseling and Disability Services: (912) 356-2202, Room 233, 2nd Floor King Frazier Annex.

Cell Phones & Wireless Technology

If you must bring a cell phone to class, please ensure that it is **turned off** for the duration of the class. Text messaging in class, surfing the internet wirelessly, the wearing of blue tooth ear devices or ear plugs for iPods and MP3 players are not permitted during the class period. Students who violate this policy will be asked to leave the class.

Closure Statement

The schedule and procedures in this course are subject to change in the event of extenuating circumstances.