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96-23
3-18-97
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CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Jim Cahalan Phone X2262
Department English Email: Jim_Cahalan or JCAHALAN

II. PROPOSAL TYPE (Check All Appropriate Lines)

☒ **COURSE** Technical Writ II
Suggested 20 character title

☒ **New Course*** EN 422 Technical Writing II
Course Number and Full Title

☐ **Course Revision** _____
Course Number and Full Title

☐ **Liberal Studies Approval +** _____
for new or existing course Course Number and Full Title

☐ **Course Deletion** _____
Course Number and Full Title

☐ **Number and/or Title Change** _____
Old Number and/or Full Old Title

New Number and/or Full New Title

☐ **Course or Catalog Description Change** _____
Course Number and Full Title

☐ **PROGRAM:** ☐ Major ☐ Minor ☐ Track

☐ **New Program*** _____
Program Name

☐ **Program Revision*** _____
Program Name

☐ **Program Deletion*** _____
Program Name

☐ **Title Change** _____
Old Program Name

New Program Name

III. Approvals (signatures and date)

Virginia Perdue Min 6 1996
Department Curriculum Committee

D. S. McChune 5/10/96
Department Chair

[Signature] 10/30/96
College Curriculum Committee

[Signature] 10/30/96
College Dean

[Signature] 11/1/96
*Director of Liberal Studies (where applicable)

[Signature] 11/1/96
*Provost (where applicable)

Course Syllabus

I. CATALOG DESCRIPTION

EN 422 Technical Writing II

3 credits
3 lecture hours
0 lab hours
(3c-0l-3sh)

Prerequisite: EN 322

This is an advanced workshop/tutorial that provides intensive instruction in technical writing. Technical Writing II builds on the basics of audience, readability, proposals and reports, letters, memos, and resumes which are covered in Technical Writing I. The course describes the writer's role in such areas as legal and ethical aspects of technical communication; planning, testing, reviewing, and evaluating documents; and proofreading and editing.

II. COURSE OBJECTIVES

1. Students will apply advanced technical writing concepts, concentrating on planning, evaluation, review, proofreading, editing of a document and preparing instructions for technical writing.
2. Students will develop substantial technical writing experience in a company/agency outside IUP.
3. Students will conduct themselves as professional writers.

III. COURSE OUTLINE

Week 1	Introduction to course and Review of EN 322
Week 2	Legal aspects of written communication
Week 3	Ethical aspects of written communication
Week 4	Planning a document
Week 5	Implementing planning
Week 6	Evaluating a document
Week 7	Revising from evaluation
Week 8	Reviewing a document
Week 9	Testing a document
Weeks 10-11	Proofreading
Weeks 12-13	Editing
Week 14	Preparing the document

IV. COURSE REQUIREMENTS

Students will demonstrate mastery of course objectives through successful completion of the following course requirements:

Completion of assigned readings in textbooks.

Participation in class discussion and activities.

Possession of a dictionary and writer's guide.

Proficiency in a major word processing program.

Timely completion of all written assignments in approved format.

Attendance in class for all oral presentations.

V. EVALUATION METHODS

The final grade for the course will be determined as follows:

- 35% Major Project. The entire semester is dedicated to working on and perfecting a substantial project at an agency off campus.
- 25% Minor Project. This is a less ambitious document than the major project that demonstrates practical applications of skills.
- 20% Class work. Daily assignments.
- 10% Oral presentations. Two oral presentations, one on the minor project and one on the major project.
- 10% Class participation.
 - 1. Evaluation of projects listed under II,1 above to determine whether or not the student has grasped the concepts and can apply those concepts.
 - 2. Evaluation by agency/company supervisor and instructor to determine how professionally students have conducted themselves at the site and in the classroom.

Grading scale:

A	92-100 total points
B	83-91 total points
C	74-82 total points
D	65-73 total points
F	0-64 total points

VI. REQUIRED TEXTBOOKS

Guide to Technical and Scientific Communication by Donald E. Zimmerman and David G. Clark

Technical Writing, a Reader-Centered Approach by Paul V. Anderson

The Professional Writer, a Guide for Advanced Technical Writing by Gerald J. Alfred, Walter E. Oliu, and Charles T. Brusaw

VII. SPECIAL RESOURCE REQUIREMENTS

Only the listed texts and materials for writing/note taking are required. No special resources will be needed.

VIII. BIBLIOGRAPHY

Alfred, Gerald J. Walter E. Oliu, and Charles T. Brusaw.
Professional Writer: a Guide for Advanced Technical Writing.
New York : St. Martin's, 1992.

Anderson, Paul V. Technical writing : a Reader-Centered Approach.
3rd ed. Fort Worth : Harcourt Brace, 1995.

Clark, David G and Donald E. Zimmerman. The Random House Guide to Technical and Scientific Communication. New York : Random House, 1987.

Eisenberg, Anne. Guide to Technical Editing : Discussion, Dictionary, and Exercises. New York: Oxford U P, 1992.

Huckin, Thomas N. and Leslie A. Olsen. Technical Writing and Professional Communication. 2nd ed. New York : McGraw-Hill, 1991.

Kolin, Janeen L. And Philip C. Kolin. Models for Technical Writing. New York: St. Martin's, 1985.

Markel, Michael H. Technical Writing : Situations and Strategies. 3rd ed. New York: St. Martin's, 1992.

Riney, Larry A. Technical Writing for Industry : An Operations Manual for the Technical Writer. Englewood Cliffs, NJ: Prentice Hall, 1989.

Rude, Carolyn D. Technical Editing. Belmont, CA: Wadsworth, 1991.

EN 422 Course Analysis Questionnaire

Section A: Details of the Course

- A1 This course is intended for B.A. English majors. It is one of the courses that can fulfill Category F (Writing, Speech, Linguistics). It is not currently being proposed as a Liberal Studies elective.
- A2 This course does not require changes in content of any other existing courses or programs in the department.
- A3 This course has not been offered at IUP before.
- A4 This course is not intended to be a dual-level course and will accommodate only undergraduates.
- A5 This course may not be taken for variable credit.
- A6 Other higher education institutions currently offering a similar course include these ones:
- Mankato State Univ.: Tech. Editing & Writing Tech. Manuals
Purdue University: Business Writing
New Mexico State University: Business Communication, Technical and Professional Communication, and Advanced Technical and Professional Communication
Indiana State Univ.: Writing for Science & Industry
Louisiana Technical Univ.: Technical Writing, Advanced Technical Writing, Technical Writing for Publication, Technical Editing, & Occupational Technical Writing
Carnegie Mellon Univ.: Profess. Editing & Tech. Writing II
Bowling Green State Univ.: Prof. Editing & Tech. Writ. II
- A7 Relevant accrediting agencies (such as the Association of Departments of English) recommend but do not require this course.
- A8 The content and skills of this course are not required by a professional society, accrediting authority, law, or other external agency. No other existing course focuses on the material covered in this course.

Section B: Interdisciplinary Implications

- B1 This course will be taught by one instructor.
- B2 This course does not overlap with any course in any other department in the university.
- B3 One or more seats will be reserved in this course for students from the School of Continuing Education.

Section C: Implementation

- C1 No additional faculty resources are required to teach this course.
- C2 Current resources are adequate to teach this course.
- C3 No resources for this course are funded by a grant.
- C4 This course will be offered in our rotation so that at least one (or more than one) section in the category of courses into which this course fits (see summary table at the beginning of our program revision document) will be offered every semester, making sure that students can get the courses they need.
- C5 One section of the course is anticipated each semester the course is offered.
- C6 We plan to accommodate a maximum of twenty-five students in a section of this course (though twenty would be a better size). This number is not limited by the availability of resources but by the nature and complexity of the material, which will require quite a bit of class discussion, writing, and conferencing.
- C7 ADE Guidelines for Class Size and Work Load for College and University Teachers of English: A Statement of Policy of the Association of Departments of English (1993): "College English teachers should teach no more than thirty-five students in a literature course and no more than twenty-five in a writing-intensive course" (2).