Course Assessment – Part A: Your Plan   #309

Your Email *

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing	WR 227 – Technical and Professional Writing – 1092882 – Chauna Ramsey – Summer 2018

Part A: Your Plan
Directions

Compose business and technical communications.

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 *	
Outcome #2 *	Design effective business communication documents such as emails, letters, proposals and employment documents.
Outcome #3 *	Compose documents and communications that are targeted to a specific audience and for a specific purpose.
Have you completed an assessment for this course prior to this term?	Yes
If yes, are you assessing different outcomes?	No
Comments:	

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes	• TRANSFER AND GENERAL DEGREES • Associate of Applied Science – Nursing (RN)

Method of Assessment

Rubric for technical documents: Is the business letter clear, concise, and correct?

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding *	
Outcome #2: Method to assess student understanding *	Rubric for technical documents: Is the student's resume clear, concise, and correct?
Outcome #3: Method to assess student understanding *	Rubric for technical documents: Can the student compose one email message for one type of reader, then revise the email for three different types of readers?

4. How will you know if you were successful in your efforts to teach this outcome? Outcome #1: *	75% of students who complete the course will earn 80% or better on this assignment.

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? *	75% of students who complete the course will earn 80% or better on this assignment.
Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *	75% of students who complete the course will earn 80% or better on this assignment.
5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1	How can the instructor improve the course?
Question #2	How is this Writing 227 class similar to and different from other Writing courses you have taken?
Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends)	NO
Reminder, when completing Part B, instructors will be asked the following questions: 1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication 2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving	

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