

# Course Assessment – Part A: Your Plan

#455

Your Email \*

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or ggilliland@cgcc.edu.

WR 227 – Technical and Professional Writing – 1095118 – Jennifer Hanlon-Wilde – Winter 2020

Part A: Your Plan

Compose business and technical communications

**DIRECTIONS**

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 \*

Compose documents and communications that are targeted to a specific audience and for a specific purpose.

Outcome #3 \*

Design effective business communication documents such as emails, letters, proposals and employment documents.

Have you completed an assessment for this course prior to this term? No

If yes, are you assessing different outcomes? No

Comments:

2. To which degree(s) or certificate(s) does your course map? • GENERAL EDUCATION  
[Degree, Certificate, & Program Outcomes](#)

Method of Assessment

Writing assignments including resumes, job descriptions, abstracts, instructions.

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 \*

Writing assignments including summary of a technical article for a general audience, cover letter.

Outcome #3: Method to assess student understanding \*

Writing assignments including memoranda, instructions, SWOT analysis.

4. How will you know if you were successful in your efforts to teach this outcome? Students will earn a grade of 80% or better on the related writing assignments.

Outcome #1: \*

Outcome #2: How will you know if you were Students will earn a grade of 80% or better on the related writing

successful in your efforts to teach this outcome? \*

assignments.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? \*

Students will earn a grade of 80% or better on the related writing assignments.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.

What assignments were the most valuable to your career development?

Question #1

Question #2

Which forum discussions were the most useful in advancing your understanding of the material

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:

Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Core Learning Outcomes (CLO):

1. CLO#1 – Communication – "Sources and Evidence" and/or "Organization and Presentation"

2. CLO#2 – Critical Thinking/Problem Solving – "Student Position" and/or "Evaluate Potential Solutions"

3. CLO#4 – Cultural Awareness – "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions")

4. CLO#5 – Community and Environmental Responsibility – "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts"

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