Course Assessment – Part A: Your Plan   #488

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/Professional Writing – 1095936 – Jennifer Hanlon-Wilde – Fall 2020

Part A: Your Plan
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 * | Compose business and technical communications.

Outcome #2 * | Design effective business communication documents such as emails, letters, proposals and employment documents.

Outcome #3 * | Revise and edit documents to increase clarity and to create simple, effective documents.

Have you completed an assessment for this course prior to this term? | Yes

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If yes, are you assessing different outcomes? | Yes

Comments:

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

Method of Assessment

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 * | Grading of writing assignments in week 2,3 and 4

Outcome #2: Method to assess student understanding * | Grading of writing assignments in weeks 5,6 and 7

Outcome #3: Method to assess student understanding * | Grading of writing assignments in weeks 8,9 and 10

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4. How will you know if you were successful in your efforts to teach this outcome?

Outcome #1: * | Students will achieve a grade of 80% or more in weeks 2,3 and 4

Outcome #2: How will you know if you were | Students will achieve a grade of 80% or more in weeks 5, 6 and 7

successful in your efforts to teach this outcome? *

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *	Students will achieve a grade of 80% or more in weeks 8, 9 and 10
5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1	What assignments were the most effective in helping you achieve your goals in professional/technical communication?
Question #2	Please discuss how the online resources, especially the online textbook, helped you with your technical writing skills.
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"
5. CLO#3 – Quantitative Literacy – "Application/Analysis" and/or "Assumptions"

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