

## CORE CURRICULUM COMPONENT APPLICATION

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| <b>CORE COMPONENT AREA</b>   | Communication  |
| <b>COURSE TYPE</b>   | New Course Offering  |
| <b>DEPARTMENT</b>  | English and Foreign Language   |
| <b>COURSE RUBRIC &amp; NUMBER</b>                                      | ENGL 2311  |
| <b>COURSE NAME</b>   | Technical & Business Writing   |
| <b>CATALOG DESCRIPTION</b>   | Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Lab fee required (Word Processing). |
| <b>NUMBER OF SECTIONS OFFERED/FALL</b>                                 | new course; offering 1 section Fall 2013   |
| <b>NUMBER OF SECTIONS OFFERED/SPRING</b>                               | new course; offering 2 sections Spring 2014  |
| <b>EXTIMATED ANNUAL ENROLLMENT</b>                                     | 25   |
| <b>COURSE LEVEL</b>  | Sophomore  |
| <b>CONTACT PERSON (dept. representative)</b>                           | Frances Crawford   |
| <b>EMAIL ADDRESS</b>   | fcrawford@odessa.edu   |
| <b>PHONE</b>   | 335-6531   |
| <b>DEPARTMENT APPROVAL STATUS</b>                                      | <b>Approved</b> - Date <b>8/25/2013</b>  |
| <b>CORE COMMITTEE COMMENTS</b><br>(REQUEST FOR ADDITIONAL INFORMATION) |  |
| <b>CORE COMMITTEE APPROVAL STATUS</b>                                  | Select One - Date Click here to enter a date.  |

Best practices and accreditation guidelines generally place the faculty in a position of responsibility for curricular decisions.

## CORE CURRICULUM COMPONENT APPLICATION

*Indicate below how each learning objective will be supported, what strategies or activities will be used to introduce each objective and how student learning will be assessed.*

**\*NOTE: Component Area Option –**

- A. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas
- B. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:
  - i. Meet(s) the definition specified for one or more of the foundational component areas; and
  - ii. Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.

| # | THECB CORE OBJECTIVE<br>"ICO"  | PROGRAM GOALS/OUTCOMES  | COURSE LEARNING OUTCOMES  | KEY IDENTIFIERS  | LEARNING EXPERIENCE         | ASSESSMENT  |
|---|--|---|---|--|-----------------------------|---|
| 1 | <b>Critical Thinking Skills</b> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.<br><br><i>Must be addressed in all core curriculum courses</i> | As a communication course in the core component area, this course will assess critical thinking, communication, team work, and personal responsibility. | 2) Produce documents appropriate to audience, purpose, and genre. | Students will complete a culminating project that is either an analytical report or formal proposal. | Submit culminating project. | This core objective will be assessed by an interdepartmental assessment committee using the Critical Thinking rubric. |
| 2 | <b>Communication Skills</b> - to include effective development, interpretation and expression of ideas through written, oral and   | As a communication course in the core component area, this course will assess critical thinking,  | 2) Produce documents appropriate to audience, purpose, and genre. | Students will complete a culminating project that is either an analytical report or formal proposal. | Submit culminating project. | This core objective will be assessed by an interdepartmental assessment committee using the Communication             |

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|   | <p>visual communication.</p> <p><i>Must be addressed in all core curriculum courses</i></p>  | <p>communication, team work, and personal responsibility.</p>  |  |  |                               | Skills rubric.   |
| 3 | <p><b>Empirical and Quantitative Skills</b> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p><i>Must be addressed in all Mathematic, Life and Physical Sciences, AND Social &amp; Behavioral Sciences component area core curriculum courses. Optional for all other component areas.</i></p> |  |  |  |                               |  |
| 4 | <p><b>Teamwork</b> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</p> <p><i>Must be addressed in all Communication, Life &amp; Physical Sciences, and Creative Arts component area core curriculum courses. Optional for all other component areas.</i></p>                    | <p>As a communication course in the core component area, this course will assess critical thinking, communication, team work, and personal responsibility.</p> | <p>5) Develop verbal, visual, and multi-media materials as necessary, in individual and/or collaborative projects, as appropriate.</p> | <p>Students will participate in a collaborative project and write a reflection about the collaboration, including a reference about personal participation and commitment.</p> | <p>Submit the reflection.</p> | <p>This core objective will be assessed by an interdepartmental assessment committee using the Team Work rubric.</p> |

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| 5 | <p><b>Social Responsibility:</b> to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities</p> <p><i>Must be addressed in all Language, Philosophy &amp; Culture, Creative Arts, American History and Government/Political Science, and Social &amp; Behavioral Sciences component area core curriculum courses. Optional for all other component areas.</i></p> |  |   |  |                               |  |
| 6 | <p><b>Personal Responsibility</b> - to include the ability to connect choices, actions and consequences to ethical decision-making.</p> <p><i>Must be addressed in all Communication, Language, Philosophy &amp; Culture, American History and Government/Political Science component area core curriculum courses. Optional for all other component areas.</i></p>  | <p>As a communication course in the core component area, this course will assess critical thinking, communication, team work, and personal responsibility.</p> | <p>3) Analyze the ethical responsibilities involved in technical communication.</p> | <p>Students will participate in a collaborative project and write a reflection about the collaboration, including a reference about personal participation and commitment.</p> | <p>Submit the reflection.</p> | <p>This core objective will be assessed by an interdepartmental assessment committee using the Personal Responsibility rubric.</p> |

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## Critical Thinking Skills

To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

***Must be addressed in all core courses***

## Communication Skills

To include effective development, interpretation and expression of ideas through written, oral and visual communication.

***Must be addressed in all core courses***

## Empirical and Quantitative Skills

To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

***Must be addressed in all core courses that satisfy the following requirements:***

- Mathematics
- Life and Physical Sciences
- Social and Behavioral Sciences
- Some Component Area Options

## Teamwork

To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

***Must be addressed in all core courses that satisfy the following requirements:***

- Communication
- Life and Physical Sciences
- Creative Arts
- Some Component Area Options

## Social Responsibility

To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

***Must be addressed in all core courses that satisfy the following requirements:***

- Language, Philosophy and Culture
- Creative Arts
- American History
- Government/Political Science
- Social and Behavioral Sciences
- Some Component Area Options

## Personal Responsibility

To include the ability to connect choices, actions and consequences to ethical decision-making.

***Must be addressed in all core courses that satisfy the following requirements:***

- Communication
- Language, Philosophy and Culture
- American History
- Government/Political Science
- Some Component Area Options