

Western Technical College

10801197 Technical Reporting

Course Outcome Summary

Course Information

Description	Teaches the preparation and presentation of oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports and case studies.
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Textbooks

Open Educational Resource: *Technical Writing*. Gross, Allison, Annemarie Hamlin, Billy Merck, Jodi Naas, Chris Rubio, Megan Savage and Michele DeSilva. <https://openoregon.pressbooks.pub/technicalwriting/>

Open Educational Resource: *Online Technical Writing*. McMurrey, David. <https://www.prismnet.com/~hcexres/textbook/>

Open Educational Resource: *Technical Writing*. <http://www.oercommons.org/courses/technical-writing/view>

Course Competencies

1. Design communication for a specific audience and purpose.

Assessment Strategies

- 1.1. all oral, written or visual communication
- 1.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 1.1. you communicate through an appropriate medium.
- 1.2. you consider the impacts of digital and/or social media messages.
- 1.3. you include appropriate use of design including white space, color, font, type size, hierarchy, headings, forecasting statements, lists, and other design elements.
- 1.4. you demonstrate effective organization, "you" attitude, tone, parallelism, conciseness, clarity, voice, number usage, and transitions.

2. Create visual elements for incorporation into communication products.

Assessment Strategies

- 2.1. creation of visual elements in one or more communication products
- 2.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 2.1. you target one or more of the following: presentation handouts, graphics in written reports, website wireframe, instructional documents, or electronic presentation.
- 2.2. you create visuals appropriate for the audience.
- 2.3. you credit sources of information.
- 2.4. you create visuals to enhance the narrative.
- 2.5. you clarify complex concepts/relationships.
- 2.6. you create eye-appealing visuals.
- 2.7. you create easy-to-interpret visuals.
- 2.8. you create a visual medium appropriate to audience, situation, and purpose.

3. Model ethics in professional communication.

Assessment Strategies

- 3.1. all oral, written or visual communication projects
- 3.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 3.1. you adhere to copyright laws.
- 3.2. you communicate free of plagiarism.
- 3.3. you respect privacy and confidentiality concerns.
- 3.4. you demonstrate inclusive language and visual representation.
- 3.5. you communicate free of inappropriate bias.

4. Write a set of procedures or instructions.

Assessment Strategies

- 4.1. written procedures or instructions
- 4.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 4.1. you apply the current conventions of English.
- 4.2. you identify all major elements.
- 4.3. you create procedures/instructions that are unified, coherent, and accurate.
- 4.4. you include ordered steps written using imperative mood.
- 4.5. you include notes, cautions, and warnings.
- 4.6. you make effective use of definition and description.
- 4.7. you include appropriate graphics.

5. Prepare an informal report.

Assessment Strategies

- 5.1. informal report
- 5.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 5.1. you target one or more of the following situations: lab report, field site report, summary report, occurrence report, inspection report, trip report, problem analysis, incident report, informative report, case study, periodic, or progress report.
- 5.2. you apply the current conventions of English.
- 5.3. you exhibit designated report genre conventions.
- 5.4. you create a report that is unified, coherent, and accurate.
- 5.5. you reflect an appropriate tone.
- 5.6. you make effective use of definition and description.

6. Incorporate information sources.

Assessment Strategies

- 6.1. conducting research
- 6.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 6.1. you use credible sources.
- 6.2. you use reliable sources.
- 6.3. you use valid sources.
- 6.4. you use sources free of inappropriate bias.
- 6.5. you include sources with both primary and secondary research.
- 6.6. your sources are gathered, evaluated, selected, and documented logically, efficiently, and ethically.

7. Develop a proposal.

Assessment Strategies

- 7.1. in a written or oral proposal for a formal report
- 7.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 7.1. you target appropriate audiences(s).
- 7.2. you apply the current conventions of English.
- 7.3. you include all identified major elements.
- 7.4. your proposal is unified, coherent, and accurate.
- 7.5. you make effective use of persuasion.

8. Prepare a formal report.

Assessment Strategies

- 8.1. written formal report
- 8.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 8.1. you target one or more of the following situations: investigative report, feasibility report, evaluation report, scientific report, recommendation report, grant report, white paper.
- 8.2. your report purpose is evaluative or analytical.
- 8.3. you apply the current conventions of English.
- 8.4. you exhibit designated report conventions.
- 8.5. you include all appropriate identified major elements which may include executive summary/abstract, statement of problem or situation, literature review, methods, findings, discussion, conclusions or recommendations, and references.
- 8.6. your report is unified, coherent, and accurate.
- 8.7. you apply an appropriate documentation format such as MLA, APA, CSE, AMA.
- 8.8. you make effective use of definition and description.

9. Apply the principles of teamwork to collaborative communication.

Assessment Strategies

- 9.1. all oral, written or visual communication projects
- 9.2. as an individual and as a member of a team

Criteria

You will know you are successful when

- 9.1. you use problem solving tools and strategies.
- 9.2. you use conflict resolution techniques.
- 9.3. you apply team roles.
- 9.4. you identify team norms.

- 9.5. you assess team performance.
- 9.6. you interact collaboratively (face to face and/or online) with other students to complete various course assignments.

10. Present an oral report.

Assessment Strategies

- 10.1. in an oral presentation
- 10.2. as an individual or as a member of a team

Criteria

You will know you are successful when

- 10.1. you credit information taken from all sources whether paraphrased, summarized, or quoted verbatim.
- 10.2. you exhibit effective delivery style and techniques.
- 10.3. you apply the current conventions of English.
- 10.4. you create a unified, coherent, and accurate presentation.
- 10.5. you fit your presentation within the time allotted.
- 10.6. you target the audience.
- 10.7. you include visual elements to enhance the presentation.