



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

<p>INDUSTRIAL TECHNICAL WRITING INR3735 3 Credit Hours</p>
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Student Level:

This course is open to Career and Technical Education students after completing their program coursework or with instructor approval.

Catalog Description:

INR3735 – INDUSTRIAL TECHNICAL WRITING – 3 Credit Hours

A course designed for the career and technical education student to understand and properly identify situations where different forms of documents are more appropriate than others. This course will discuss and review the importance of writing technically correct documents related to specific careers within industry. This course is designed for students to prepare and generate documents that could be utilized later as a guide in their career.

Prerequisites:

Assessment score of 63 or higher in reading

Controlling Purpose:

This course is designed to help the Career and Technical Education student increase their knowledge concerning their awareness and ability to convey the English language in a clear, concise manner to explain their thoughts in a well-organized, audience appropriate document. This course allows students to generate the proper document for the situation they are presented with.

Learner Outcomes:

Upon completion of the course, the student will be able to:

1. Properly clarify a specific point in written form
2. Choose the appropriate form of communication suited to the audience
3. Prepare an impersonal document (report) related to their respective industry
4. Select and document credit to the references used to prepare the document
5. Generate an impartial document that is not fault finding
6. Prepare a technically correct document
7. Prepare a reliable and valid document

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Focusing the topic and generating relevant ideas						
Outcomes: The student will be able to choose the appropriate form of writing						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Review and Critique professional writing samples
						2. Assess the benefits of using different forms of communication
						3. Construct different forms of communications
						4. Generate ideas for varying forms of communications
						5. Define and outline the appropriate audience for the communication

UNIT 2: Planning and drafting the document

Outcomes: The student will be able to develop a technically correct document

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Form a thesis statement that will reflect the purpose and scope of the document
						2. Organize the information into a logical sequence
						3. Compose the document in an audience appropriate manner
						4. Review the information to ensure the document reflects the situation
						5. Develop rough drafts of the document

UNIT 3: Revising the document

Outcomes: The student will be able to develop a reliable and valid document

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Critique and assess the ability of the document to produce repeatable results
						2. Modify the document to produce repeatable results
						3. Critique the document to ensure technically accurate results
						4. Modify and revise the document to ensure accurate results

UNIT 4: Finalizing the Impartial document

Outcomes: The student will be able to recognize the importance of generating documents that are impartial to both sides of a situation

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Investigate the situation to ensure information received is impartial to either side
						2. Differentiate the information to remove criticisms and form a factual document
						3. Produce the rough draft(s) and allow both parties to critique the document
						4. Finalize the technically accurate, impartial document
						5. Produce a final, aesthetically pleasing document

UNIT 5: Technical Instructions, Manuals, and Reports

Outcomes: The student will be able to generate and utilize technical work documents

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						1. Understand and interpret technical task descriptions and procedures that will be utilized during the student's respective program
						2. Evaluate and interpret instructions in equipment operation manuals or procedures that will be utilized within the student's chosen program
						3. Produce a set of work instructions that can be utilized by another individual to safely perform a task within the classroom / lab environment

Projects Required:

1. Production of various documents including, but not limited to:
 - a. Reports
 - b. Memos
 - c. Work instructions
 - d. Procedures
2. Evaluation and Critiquing of various documents including, but not limited to:
 - a. Reports
 - b. Memos
 - c. Work Instructions
 - d. Procedures

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Equipment and Owners Manuals from the student's respective program

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

25 (Based on classroom occupancy)

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program: Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.