WISCONSIN TECHNICAL COLLEGE SYSTEM | we are futuremakers

WTCS Repository

10-801-197 Technical Reporting

Course Outcome Summary

Course Information

Description	Prepare and present written, oral, and visual communication products, including instructions, proposals, informal and formal reports. Produce clear, usable communication by incorporating information design principles, arranging content to satisfy diverse audience needs, and presenting visuals for various contexts. Designed as an advanced course to develop collaborative communication practices, information literacy skills, and ethically responsible professional communication strategies.
Total Credits	3.00

Pre/Corequisites

Prerequisite Each Wisconsin Technical College determines the General Education course prerequisites used by their academic institution. If prerequisites for a course are determined to be appropriate, the final Course Outcome Summary must identify the prerequisites approved for use by the individual Technical College.

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
1.1.   communication reflects an appropriate medium
1.2.   communication considers the impacts of digital and/or social media messages
1.3.   communication includes appropriate use of design including white space, color, font, type size, hierarchy, headings, forecasting statements, and lists and other design elements
1.4.   communication demonstrates 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
2.1.   visuals target one or more of the following: presentation handouts, graphics in written reports, website wireframe, instructional documents, electronic presentation
2.2.   visuals are appropriate for the audience
2.3.   visuals credit sources of information
2.4.   visuals enhance the narrative

2.5.   visuals clarify complex concepts/relationships
2.6.   visuals are eye-appealing
2.7.   visuals are easy to interpret
2.8.   visual medium is 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
3.1.   communication adheres to copyright laws
3.2.   communication is free of plagiarism
3.3.   communication respects privacy and confidentiality concerns
3.4.   communication demonstrates inclusive language and visual representation
3.5.   communication is 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
4.1.   procedures/instructions apply the current conventions of English
4.2.   procedures/instructions contain all identified major elements
4.3.   procedures/instructions are unified, coherent, and accurate
4.4.   procedures/instructions include ordered steps written using imperative mood
4.5.   procedures/instructions include notes, cautions, and warnings
4.6.   procedures/instructions makes effective use of definition and description
4.7.   procedures/instructions 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
5.1.   report targets 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.   report applies the current conventions of English
5.3.   report exhibits designated report genre conventions
5.4.   report is unified, coherent, and accurate
5.5.   report reflects an appropriate tone
5.6.   report makes 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
6.1.   sources are credible
6.2.   sources are reliable
6.3.   sources are valid
6.4.   sources are free of inappropriate bias
6.5.   sources include both primary and secondary research
6.6.   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
7.1.   proposal targets appropriate audiences(s)
7.2.   proposal applies the current conventions of English
7.3.   proposal contains all identified major elements
7.4.   proposal is unified, coherent, and accurate
7.5.   proposal makes 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
8.1.   report targets one or more of the following situations: investigative report, feasibility report, evaluation report, scientific report, recommendation report, grant report, white paper
8.2.   report purpose is evaluative or analytical
8.3.   report applies the current conventions of English
8.4.   report exhibits designated report conventions
8.5.   report contains all appropriate identified major elements which may include executive summary/abstract, statement of problem or situation, literature review, methods, findings, discussion, conclusions or recommendations, references
8.6.   report is unified, coherent, and accurate
8.7.   report applies an appropriate documentation format such as MLA, APA, CSE, AMA
8.8.   report makes 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
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
10.1.   presentation credits information taken from all sources whether paraphrased, summarized, or quoted verbatim
10.2.   presentation exhibits effective delivery style and techniques
10.3.   presentation applies the current conventions of English
10.4.   presentation is unified, coherent, and accurate
10.5.   presentation fits within the time allotted
10.6.   presentation targets the audience
10.7.   presentation includes visual elements to enhance the presentation