

Assessment: Course Four Column

Courses (A&L) - English

ENG 333:Prof Communications

<i>Course Outcomes</i>	<i>Assessment Measures</i>	<i>Results</i>	<i>Actions</i>
<p>Analyze rhetorical situations - Students will learn to analyze rhetorical situations common in the professional workplace and craft communications that address those rhetorical situations (Addresses Gen. Ed. Objective: Communication Skills). Course Outcome Status: Active Next Assessment: 2020-2021 Start Date: 07/13/2016</p>	<p>Assignment - Written - Responses to discussion assignments, Assessment of course projects, Memo, and Grant Writing Assignment Rubric Criterion: 80% of students will average a grade of 70% or higher on the assessment measures.</p>	<p>Reporting Period: 2017-2018 Criterion Met: Yes All assignments were focused on analyzing rhetorical situation and crafting communications. The assignments of the course included weekly discussion posts, professional email, memo that evaluated a business related website, a grant writing proposal, and an interview assignment focused on the literacy used in the workplace.</p> <p>Results Analysis: Over 80% of students received a grade of 70% or higher on the assignments (09/17/2018)</p>	<p>Action: For future courses, I plan to keep these same assignments, but increase my expectations (09/17/2018)</p>
<p>Write in genres common to the workplace setting - Students will learn to write in genres common to the workplace setting (Addresses Gen. Ed. Objective: Communication Skills). Course Outcome Status: Active Next Assessment: 2020-2021 Start Date: 07/13/2016</p>	<p>Assignment - Written - Responses to discussion assignments, , Email, Memo, Grant Writing, and Interview Report Criterion: 80% of students will average a grade of 70% or higher on the assessment measures.</p>	<p>Reporting Period: 2017-2018 Criterion Met: Yes Students learned how to write a professional email, a memo, a proposal, a grant proposal, and conduct interviews.</p> <p>The majority of students met the 80% of students will average a grade of 70% or higher on the assessment measures.</p> <p>Results Analysis: Over 80% of students received a grade of 70% or higher on the assignments. (09/17/2018)</p>	<p>Action: I plan to look at the course assignments and maybe change or add another workplace based writing assignment. I'm going to look at adding either a feasibility report or an incident report. (09/17/2018)</p>
<p>Write for different professional as</p>	<p>Assignment - Written - Responses to</p>	<p>Reporting Period: 2017-2018</p>	<p>Action: I plan to look at what</p>

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<p>well as public audiences - Students will learn to write for different professional as well as public audiences for a variety of business-related purposes (Addresses Gen. Ed. Objective: Communication Skills). Course Outcome Status: Active Next Assessment: 2020-2021 Start Date: 07/13/2016</p>	<p>discussion assignments, Interview Assignment, Memo, and Grant Writing Criterion for achievement: 80% of students will average a grade of 70% or higher on the assessment measures. Criterion: 80% of students will average a grade of 70% or higher on the assessment measures.</p> <p>Passing grade of sixty percent or higher on written assignments.</p>	<p>Criterion Met: Yes Results: Students learned how to analyze their audience and how to change their tone and their writing to best fit the needs of their audience</p> <p>Results Analysis: Students mainly wrote for professional and workplace based audiences through the major assignments. (09/17/2018)</p>	<p>assignments I could adapt for more public audiences (09/17/2018)</p>
<p>Write in electronic and online mediums - Students will learn to write in the increasingly electronic and online mediums encountered by professionals in various fields (Addresses Gen. Ed. Objective: Technological Understanding).</p>	<p>Discussion - Responses to discussion assignments, Email, Memo Criterion: 80% of students will average a grade of 70% or higher on the assessment measures.</p> <p>Passing grade of sixty percent or higher on written assignments.</p>	<p>Reporting Period: 2017-2018 Criterion Met: Yes Results: Students learned how to write a business professional email, evaluate a website and write a memo about their evaluation, and use WebCampus to engage in discussion board postings.</p> <p>Results Analysis: Students used WebCampus online platform weekly for their assignments. They also evaluated a website and the social media elements related to that website. Students were required to write a professional email (09/17/2018)</p>	<p>Action: I am planning on thinking of other ways to incorporate online mediums through the use of blogs and portfolios. (09/17/2018)</p>
<p>Articulate their understanding of writing situations and writing concepts - Students will articulate their understanding of writing situations and writing concepts (Addresses Gen. Ed. Objective: Personal Growth and Responsibility). Course Outcome Status: Active Next Assessment: 2020-2021 Start Date: 07/13/2016</p>	<p>Discussion - Responses to discussion assignments Criterion: 80% of students will average a grade of 70% or higher on the assessment measures.</p> <p>Passing grade of sixty percent or higher on written assignments.</p>	<p>Reporting Period: 2017-2018 Criterion Met: Yes All assignments required students to demonstrate their understanding of writing situations and concepts.</p> <p>Results Analysis: Through all the writing assignments, students demonstrated their understanding of writing situations and writing concepts. (09/17/2018)</p>	<p>Action: I plan to use the same video lectures, ppt, and activities to achieve these same goals. (09/17/2018)</p>
<p>Write collaboratively - Students will demonstrate their ability to write collaboratively (Addresses Gen. Ed. Objective: Personal Growth and</p>	<p>Discussion - Responses in peer review activities Conversations with discussion posts Criterion: 80% of students will</p>	<p>Reporting Period: 2017-2018 Criterion Met: Yes All major assignments (cover letter and resume, memo,</p>	<p>Action: I need to incorporate more collaborative writing assignments in the course. I may have students</p>

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Responsibility). Course Outcome Status: Active Next Assessment: 2020-2021 Start Date: 07/13/2016	average a grade of 70% or higher on the assessment measures. Passing grade of sixty percent or higher on written assignments.	grant writing, and interview assignment) required students to evaluate each other's papers and write comments on them. Students also had to respond to each other's discussion posts Results Analysis: Students current collaborate in the revising of their main assignments. Students also engaged in discussion with their discussion posts. (09/17/2018)	write a group paper as their final assignment. I will continue to think more about the collaboration of students. (09/17/2018) Follow-Up: Overall, students met the required standard and every student that stayed enrolled in the course, passed. I do plan to continue to revise my assignments and requirements to better meet the needs of students. The strengths of the course is that the students are engaged in workplace writing. Students do complete a professional email, write a cover letter and resume for a specific job or application, evaluate a business website and then write a memo for their evaluation, evaluate social media and how the business uses or does not use social media, writes a grant proposal for a non-profit of their choosing, and then writes a reader centered report about the literacy skills needed in their career fields. Within the course, students learn workplace writing skills. In the future, I need to figure out a better way to teach the grant writing proposal essay as the majority of students were confused about this assignment. I need to realize that few or even none of my students have heard of grant writing and so I need to

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			<p>do a better job of explaining grant writing and how to structure a short grant proposal.</p> <p>I also plan to think about adding an additional assignment of having students write a “Personal Statement” as this statement is often used for graduate school applications and scholarship applications. (09/17/2018)</p>