

Washtenaw Community College Comprehensive Report

ENG 100S Technical and Workplace Writing Supplemental Support Conditional Approval Effective Term: Winter 2025

Course Cover

College: Humanities, Social and Behavioral Sciences

Division: Humanities, Social and Behavioral Sciences

Department: English & College Readiness

Discipline: English

Course Number: 100S

Org Number: 11300

Full Course Title: Technical and Workplace Writing Supplemental Support

Transcript Title: Supplemental Support

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission:

Change Information:

Rationale: Due to changes in the developmental sequence, the only remaining course-based option to bring up students' reading and writing levels is successfully passing ENG 111 & ENG 111S. Certificate programs/courses at the college do not all require ENG 111, but if a student comes in with scores below 6 & 6, they will be required to take ENG 111 & ENG 111S, whereas previously they would have been able to take courses for their program without having done so. ENG 100 & 100S will provide an option for students that do not need ENG 111 for their programs of study. If a student takes ENG 100/100S and passes, their levels will increase to 6 & 6. If, at a later date, they want to pursue a transfer degree, they will need to take ENG 111.

Proposed Start Semester: Winter 2025

Course Description: In this course, students will receive supplemental instruction and support in the reading and writing techniques needed for ENG 100. Students will practice critical reading skills as well as clear and concise writing appropriate for the workplace. Special attention will be given to specific types of workplace documents and identifying sources appropriate for inclusion in report-based writing. Students will also be required to access resources across campus to aid in the successful completion of both this course and ENG 100. This course will be required for students who are not at college-level reading and writing but wish to take ENG 100 concurrently.

Course Credit Hours

Variable hours: No

Credits: 2

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: P/NP (limited to clinical & practica)

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

Reduced Reading/Writing Scores

College-Level Math

No Level Required

Requisites

Prerequisite

Academic Reading Level 3; Academic Writing Level 2

Corequisite

ENG 100

General Education

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Apply critical reading and thinking strategies to analyze and accurately interpret texts used in ENG 100.

Assessment 1

Assessment Tool: Outcome-related assignment

Assessment Date: Winter 2026

Assessment Cycle: Every Three Years

Course section(s)/other population: All students

Number students to be assessed: All students

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: Seventy (70%) of the students will score 73% ("C" level; Pass) or better

Who will score and analyze the data: Department Faculty

2. Analyze and apply structures and processes of technical and work-based writing done in ENG 100.

Assessment 1

Assessment Tool: Outcome-related progress report

Assessment Date: Winter 2026

Assessment Cycle: Every Three Years

Course section(s)/other population: All students

Number students to be assessed: All students

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: Seventy (70%) of the students will score 73% ("C" level; Pass) or better

Who will score and analyze the data: Department Faculty

Course Objectives

1. Use academic support resources at the college (e.g. learning commons, library, writing center) to help with complex reading tasks.
2. Use library databases and other online resources to identify sources relevant to technical and work-based writing in ENG 100.
3. Determine the appropriateness of sources for inclusion in technical and work-based writing for ENG 100.
4. Analyze and annotate reading passages for ENG 100 using summary and paraphrasing.
5. Create and revise drafts of written assignments for ENG 100, reinforcing the writing process used in ENG 100.
6. Analyze the structure of technical and workplace writing and the writing process, including the importance of adjusting style, audience and purpose to establish levels of formality and tone in ENG

100.

7. Document sources using APA style or another appropriate research documentation style for ENG 100.
8. Access campus resources and create an campus support network.

New Resources for Course

All 100S classes will use a departmentally-developed LMS site.

Course Textbooks/Resources

Textbooks

Manuals

Periodicals

Software

Equipment/Facilities

Computer workstations/lab

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Jessica Hale</i>	<i>Faculty Preparer</i>	<i>Oct 15, 2024</i>
Department Chair/Area Director: <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Oct 15, 2024</i>
Dean: <i>Anne Nichols</i>	<i>Request Conditional Approval</i>	<i>Oct 16, 2024</i>
Curriculum Committee Chair:		
Assessment Committee Chair:		
Vice President for Instruction: <i>Brandon Tucker</i>	<i>Conditional Approval</i>	<i>Oct 16, 2024</i>