WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

WITC

Experience. Success.

Wisconsin Indianhead Technical College

10801197 Technical Reporting

Course Outcome Summary

Course Information

Description	The student will prepare and present 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. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.
Instructional Level	Associate Degree
Total Credits	3.00
Total Hours	48.00

Types of Instruction

Instruction Type	Credits/Hours
Presentation (Lecture/Demonstration/Discussion)	3/48

Course History

Revised By	Andrea Schullo (andrea.schullo)
Last Approval Date	1/14/2014

Purpose/Goals

This course outcome summary includes the competencies and criteria for Technical Reporting (10-801-197). This course is part of the General Studies Core offered throughout the Wisconsin Technical College System (WTCS). The course competencies are consistent among the colleges and are at baccalaureate level to accommodate student success in transfer to four-year colleges.

Pre/Corequisites

Prerequisite   10801195 Written Communication

Course Competencies

1.   **Develop an ethical code of conduct related to technical reporting in the workplace**
       Domain Cognitive   *Level* Synthesis   *Status* Active

Assessment Strategies

1.1. in a written and/or oral technical report
1.2. as an individual or as a member of a team

Criteria

Your performance will be successful when:

1.1. you cite legal issues related to ethics
1.2. you follow document design principles for targeted audience requirements
1.3. you identify ethical principles of written reporting
1.4. your ethical code of conduct is coherent, unified, comprehensive and accurate
1.5. you identify ethical principles of oral reporting
1.6. you identify sources of occupational ethical information
1.7. you identify three or more specific occupational ethical issues

Learning Objectives

1.a. Define ethics, plagiarism, and cheating
1.b. Locate program-specific Codes of Ethics/Conduct
1.c. Demonstrate personal and professional accountability

2. **Develop document design principles to targeted audience requirements**
Domain   *Cognitive*   *Level*   *Synthesis*   *Status*   *Active*

Assessment Strategies

2.1. in a written and/or oral technical report
2.2. as an individual or as a member of a team

Criteria

Your performance will be successful when:

2.1. you apply the writing process to all writing tasks
2.2. you use problem-solving tools and strategies
2.3. you use appropriate research methodology
2.4. you use appropriate primary research sources
2.5. you use appropriate secondary research sources
2.6. you credit information taken from all sources whether paraphrased, summarized, or quoted verbatim
2.7. you submit reports on time or ahead of time
2.8. technical reports contain subject matter, which is technical, scientific, or business related
2.9. technical reports exhibit appropriate technical style
2.10. technical reports reference graphics correctly in text
2.11. technical reports contain appropriate graphics, which are correctly titled, labeled, placed, and sourced
2.12. technical reports demonstrate correct, acceptable document design conventions
2.13. technical reports demonstrate no plagiarism
2.14. technical reports are word processed or typed
2.15. technical reports meet the specific established requirements of the assignment

Learning Objectives

2.a. Identify the document purpose
2.b. Identify the document audience
2.c. Analyze the target audience's needs

3. **Generate graphics**
Domain   *Cognitive*   *Level*   *Application*   *Status*   *Active*

Assessment Strategies

3.1. in a written, technical report
3.2. as an individual or as a member of a team

Criteria

Your performance will be successful when:

3.1. you present the information that appears in the graphic ethically
3.2. you use graphic design principles (white space, color, font, font size, hierarchy, headings and lists)

3.3.   graphic targets appropriate audiences
3.4.   graphic contains all identified major elements, including a title and referencing
3.5.   graphic credits sources of information
3.6.   graphic reinforces the narrative
3.7.   graphic simplifies complex concepts/relationships
3.8.   graphic is eye-appealing
3.9.   graphic is easy to interpret
3.10.   graphic is appropriate to data

Learning Objectives

3.a.   Choose a graphic that provides clarity to text
3.b.   Use appropriate technology (software and hardware) to produce graphics
3.c.   Distinguish between effective and ineffective graphics
3.d.   Place graphics in text appropriately

4.   Compose technical descriptions
Domain   *Cognitive*   ***Level***   *Synthesis*   ***Status***   *Active*

Assessment Strategies

4.1.   in a written, technical memo or letter
4.2.   as an individual or as a member of a team

Criteria

Your performance will be successful when:

4.1.   you follow document design principles for targeted audience requirements
4.2.   description targets one or more of the following situations: technical memo and/or technical letter
4.3.   descriptions apply the current conventions of English
4.4.   descriptions exhibit designated documentation style
4.5.   descriptions contain all identified major elements
4.6.   descriptions are unified, coherent and accurate
4.7.   descriptions meet the criteria for effective technical documents and procedures stated in the course goal

Learning Objectives

4.a.   Analyze audience
4.b.   Distinguish between descriptive and other forms of writing
4.c.   Employ the writing process for technical descriptions

5.   Write a situational technical report
Domain   *Cognitive*   ***Level***   *Application*   ***Status***   *Active*

Assessment Strategies

5.1.   in a written, technical report
5.2.   as an individual or as a member of a team

Criteria

Your performance will be successful when:

5.1.   you follow document design principles to targeted audience requirements
5.2.   report targets one or more of the following situations: lab report, field site report, occurrence report, inspection report, case study or progress report
5.3.   report applies the current conventions of English (if applicable)
5.4.   report exhibits designated documentation style
5.5.   report contains all identified major elements
5.6.   report is unified, coherent and accurate
5.7.   report meets the criteria for effective technical documents stated in the course goal

Learning Objectives

5.a.   Analyze audience
5.b.   Determine medium to be used: word processor, PowerPoint, or Web pages
5.c.   Develop an organizational plan or outline
5.d.   Use visuals/graphics/illustrations
5.e.   Employ the writing process for situational technical reports

6. **Write a set of procedures**
   Domain   *Cognitive*   *Level*   *Application*   *Status*   *Active*

   Assessment Strategies
   6.1.   in a written, technical report
   6.2.   as an individual or as a member of a team

   Criteria

   Your performance will be successful when:

   6.1.   you apply appropriate document design principles
   6.2.   you follow document design principles for targeted audience requirements
   6.3.   procedures apply the current conventions of English
   6.4.   procedures exhibit designated documentation style
   6.5.   procedures contain all identified major elements
   6.6.   procedures are unified, coherent and accurate
   6.7.   procedures meet the criteria for effective technical documents and procedures stated in the course goal

   Learning Objectives
   6.a.   Analyze audience
   6.b.   Determine medium to be used: word processor, PowerPoint, or Web pages
   6.c.   Develop an organizational plan or outline
   6.d.   Use visuals/graphics/illustrations
   6.e.   Employ the writing process for procedures

7. **Apply the principles of teamwork to collaborative writing**
   Domain   *Cognitive*   *Level*   *Application*   *Status*   *Active*

   Assessment Strategies
   7.1.   in a written technical report
   7.2.   as an individual and as a member of a team

   Criteria

   Your performance will be successful when:

   7.1.   you follow document design principles for targeted audience requirements during the collaboration process
   7.2.   you use problem solving tools and strategies
   7.3.   you apply principles of collaboration to written presentations
   7.4.   you apply principles of collaboration to oral presentations
   7.5.   you use conflict resolution techniques
   7.6.   you practice the different roles a team
   7.7.   you investigate the role of the team in the workplace
   7.8.   your team establishes collaborative written ground rules
   7.9.   your team creates self-assessment measures

   Learning Objectives
   7.a.   Establish a standard model of collaborative writing
   7.b.   Analyze the expectations of the teamwork process
   7.c.   Use the collaborative writing process to produce a document
   7.d.   Discuss the qualities of effective feedback

8. **Develop a proposal**
   Domain   *Cognitive*   *Level*   *Synthesis*   *Status*   *Active*

   Assessment Strategies
   8.1.   in a written or oral proposal
   8.2.   as an individual or as a member of a team

   Criteria

   Your performance will be successful when:

8.1. you follow document design principles to targeted audience requirements
8.2. proposal includes one or more of the following: grant proposal, solicited or unsolicited proposal
8.3. proposal targets appropriate audiences(s)
8.4. proposal applies the current conventions of English
8.5. proposal exhibits designated documentation style
8.6. proposal contains all identified major elements
8.7. proposal is unified, coherent, and accurate
8.8. proposal meets the criteria for effective technical documents stated in the course goal

Learning Objectives
8.a. Analyze audience
8.b. Develop a persuasive strategy
8.c. Employ the writing process for proposals
8.d. Locate information from a variety of sources

9. Evaluate technical information sources
Domain   *Cognitive*   *Level*   *Evaluation*   *Status*   *Active*

Assessment Strategies
9.1. in a written, technical report
9.2. as an individual or as a member of a team

Criteria

Your performance will be successful when:
9.1. you identify the credibility of sources
9.2. you identify the reliability of sources
9.3. you identify the validity of a source
9.4. you differentiate sources of bias or bias to sources
9.5. you follow document design principles to targeted audience requirements

Learning Objectives
9.a. Evaluate sources for credibility, accuracy, currency, and bias
9.b. Use a variety of sources such as databases, professional journals, people, Web sites, and trade publications and handbooks

10. Create analytical reports
Domain   *Cognitive*   *Level*   *Synthesis*   *Status*   *Active*

Assessment Strategies
10.1. in a written, analytical report
10.2. as an individual or as a member of a team

Criteria

Your performance will be successful when:
10.1. you follow document design principles to targeted audience requirements
10.2. analysis targets one or more of the following situations: persuasive report, feasibility report, investigative report and/or evaluation report
10.3. analysis applies the current conventions of English
10.4. analysis exhibits designated documentation style
10.5. analysis contains all identified major elements of an analytical report
10.6. analysis is unified, coherent, and accurate
10.7. analysis meets the criteria for effective technical documents stated in the course goal

Learning Objectives
10.a. Employ the writing process for analytical reports
10.b. Analyze audience
10.c. Locate information from a variety of sources
10.d. Synthesize relevant information
10.e. Cite quotations, paraphrases, and summaries
10.f. Organize content
10.g. Design the document

10.h.   Present valid conclusions
10.i.   Include a Works Cited or Reference page

11.   Prepare a formal technical research report
Domain   *Cognitive*   *Level*   *Synthesis*   *Status*   *Active*

Assessment Strategies
11.1.   in a written, technical report
11.2.   as an individual or as a member of a team

Criteria

Your performance will be successful when:
11.1.   you follow document design principles to targeted audience requirements
11.2.   report targets one or more of the following situations: investigative report, definition, technical description
          and/or process description
11.3.   report applies the current conventions of English
11.4.   report exhibits designated documentation style
11.5.   report contains all identified major elements
11.6.   report is unified, coherent, and accurate
11.7.   report meets the criteria for effective technical documents stated in the course goal

Learning Objectives
11.a.   Employ the writing process for a technical research report
11.b.   Analyze audience
11.c.   Locate information from a variety of sources
11.d.   Synthesize relevant information
11.e.   Cite quotations, paraphrases, and summaries
11.f.   Organize content
11.g.   Design the document
11.h.   Present valid conclusions
11.i.   Prepare a Works Cited or Reference page

12.   Present an oral technical report
Domain   *Cognitive*   *Level*   *Synthesis*   *Status*   *Active*

Assessment Strategies
12.1.   in an oral technical report
12.2.   as an individual or as a member of a team

Criteria

Your performance will be successful when:
12.1.   you follow ethical code of conduct
12.2.   you use appropriate research methodology
12.3.   you use appropriate primary research sources
12.4.   you use appropriate secondary research sources
12.5.   you use problem-solving tools and strategies
12.6.   you credit information taken from all sources whether paraphrased, summarized, or quoted verbatim
12.7.   you exhibit effective delivery style and techniques
12.8.   you present oral technical report on time
12.9.   report targets appropriate audience(s)
12.10.   report applies the current conventions of English
12.11.   report contains all identified major elements
12.12.   report is unified, coherent, and accurate
12.13.   report exhibits technical style
12.14.   report contains appropriate graphics which are correctly titled, labeled, placed, and sourced
12.15.   report demonstrates no plagiarism
12.16.   report contains subject matter which is technical, scientific, or business related
12.17.   report meets the established requirements of the assignment

Learning Objectives
12.a.   Select topic

12.b.   Analyze audience
12.c.   Utilize visual aids
12.d.   Organize content (introduction, body, conclusion)
12.e.   Use smooth transitions
12.f.   Demonstrate appropriate delivery (eye contact, pace, volume, tone, articulation, enunciation, etc.)