

# Course Outcome Guide (COG)

<b>Course:</b>	ENGL 125: Intro to Professional Writing	<b>Credits:</b>	3	<b>Instructor:</b>	
<b>Course Description:</b>	Prerequisite: ACT/COMPASS passing scores or satisfactory completion of ASC 087 or ENGL 110. Effectively communicating a particular message to a particular audience in a style and format consistent with the demands of a professional or technical setting. Fall, Spring, Summer				
Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	General Education or Program	Institutional
<ul style="list-style-type: none"> <li>Professionalism</li> <li>Professional communication</li> <li>Writing process</li> <li>Rhetorical situation</li> <li>Language study</li> <li>Intellectual property</li> <li>Academic honesty</li> <li>People skills</li> <li>Research methodology</li> <li>Qualitative research</li> <li>Quantitative research</li> <li>Location and types/kinds of academic source material</li> <li>Audience analysis</li> </ul>	<ul style="list-style-type: none"> <li>Express ideas through effective writing</li> <li>Read at a level that allows students to participate in collegiate studies and chosen careers</li> <li>Find, consult, and use a variety of information resources.</li> <li>Evaluate the relevance and reliability of sources.</li> <li>Use information resources ethically and honestly.</li> <li>Integrate source material smoothly and clearly into the student's own text.</li> <li>Work effectively with others.</li> <li>(See more from NDUS Common Course: <a href="#">link</a>)</li> </ul>	<p>In each ENGL 125 course, students will complete a capstone project. Each course syllabus will identify this assignment. This project will involve the following requirements:</p> <ol style="list-style-type: none"> <li>Professional document</li> <li>Professional presentation</li> <li>A specific purpose</li> <li>Some element of collaboration (at any point in the process)</li> <li>Student reflection of the project process.</li> <li>Use of common rubric: <a href="http://www.aacu.org/va_lue/rubrics/pdf/Written_Communication.pdf">http://www.aacu.org/va_lue/rubrics/pdf/Written_Communication.pdf</a></li> </ol>	<ul style="list-style-type: none"> <li>Students will be able to effectively present information in a professional or technical setting.</li> <li>Students will be able to analyze what is read.</li> <li>Students will be able to integrate sources into their writing.</li> <li>Students will be able to work collaboratively.</li> </ul>	<ul style="list-style-type: none"> <li>Students will demonstrate effective communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Students will demonstrate effective communication skills.</li> </ul>