

DEPARTMENT OF TECHNOLOGY WRITING ACROSS THE CURRICULUM AND ORAL COMMUNICATION PLAN

INTRODUCTION

The Department of Technology, in an effort to provide a learning atmosphere in which its students acquire writing as well as research and communications skills reflecting the disciplines within the department, has developed the following plan to address the Writing Across the Curriculum (WAC) component and the oral communication requirement of General Education for SUNY Oswego. Seminars, internships and field experiences, as well as traditional classroom settings are used to provide the primary framework for learning.

GOALS

The two disciplines addressed within the department and offering Bachelor of Science degrees, include Technology Education and Technology Management.

The Department of Technology has, through the five designated courses for the writing plan and the one required oral communication course as well as through many of its required laboratory courses and electives within the department, focused on the in-depth principles of analysis, research, organization, writing, revision, and oral communication. The department strives to prepare the student to:

- Become an effective, credible communicator in his or her profession
- Understand strategies for effective writing and oral communication
- Conduct research for various professional situations not limited to those as a student but rather directed toward the skills needed post-graduation
- Understand the importance of acceptable grammatical skills
- Use the computer as a versatile and powerful writing tool
- Understand the means for producing various types of technical documents, both in paper and electronic formats
- Incorporate graphic aids in written, oral, and electronic reports
- Practice collaborating with colleagues
- Understand and use concepts, vocabulary, and methodologies of the disciplines
- Develop and understand various evaluative processes and instruments of the disciplines
- Reflect and react in writing and in oral presentations to readings in professional literature

OBJECTIVES

Each Technology major will participate in various learning activities, experiments, projects, and team activities to meet the goals for successful writing and oral communication with successful completion of but not limited to:

- Technical reports including lab analyses
- Research and development projects in specific materials and processing laboratories e.g. polymers, energy, and woods
- Research of education law and business regulations
- Research of learning theories and educational philosophy
- Document, media, and on-line reviews with written analyses
- Grammatical and mechanical exercises within technical writing

- Technical learning activities for teaching
- Lesson plans, instructions, descriptions
- Long-range plans and journal writing
- Oral presentations of research, lesson plans, and informational papers

CRITERIA

Students will complete five approved courses with strong writing components within each of the two disciplines in the Department of Technology.

Students will be provided examples of the kinds of writing assignments and requirements needed to successfully complete the writing experiences expected in each of the designated writing courses. Students will also be allowed the opportunity to rewrite some or all of the assignments as well as receive one-on-one assistance from faculty with the rewriting process.

Writing assignments should conform to an accepted style guide such as MLA or APA formats. The frequency, length, and weighting of the assignments will be left to the instructor who should maintain the following requirements:

- Writing assignments must constitute at least 25 percent of all graded materials.
- The possibility for revision must be made available on writing assignments.
- One-on-one assistance, as necessary, must be made available for revisions.

COURSES

The basic skills critical thinking component of the General Education requirement will be fulfilled outside the department through courses approved for such credit.

All majors will be required to complete *COM 210* as the oral communications component of this plan and *TED 209 - Technical Writing and Literacy* as the lower-division writing course. This course provides experiences in individual and collaborative writing, oral communication, as well as critical thinking through:

- Critical reading and review of technical magazines, on-line documents, and samples of other technical documents
- Business communications e.g. letters, memos, e-mail
- Report writing requiring both primary and secondary research
- Technical descriptions and instructions complete with graphic illustrations
- Oral presentation of group research results and proposals
- Class exercises aimed at remedial work as needed per class

Maximum enrollment is twenty-five per section with writing and oral communication evaluated at 100 percent of the final assessment.

Technology Education

In addition to *TED 209*, Technology Education students will be required to complete the following:

TED 306 - Methods of Teaching Technology, which offers the following writing experiences:

- Lesson and unit plans
- Instructional objectives in behavioral terms
- Research and review of instructional materials, textbooks, and on-line sources
- Research and review of teaching philosophies and learning styles
- Written and oral reports
- Technical learning activity brief

Maximum enrollment is twenty-four per section with writing accounting for 25 percent of the final assessment.

TED 410 and TED 411 - Professional Field Experiences (Student teaching placements at both the middle school and high school level) offer the following writing experiences appropriate for each level:

- Researching, preparing, and implementing instructional units
- Researching, preparing, and implementing lesson plans
- Conducting and documenting case studies
- Writing weekly correspondence to supervising teacher
- Writing school visitation reports (three per quarter)
- Writing industry visitation reports (one per quarter)
- Conducting and recording technology lab analyses
- Writing budget and requisition reports
- Maintaining a written teaching log, experience log, and visitation log for each field placement

Eight to ten student teachers are assigned to each college supervising teacher; one student per public school cooperating teacher. Writing evaluations are cooperative efforts between the supervising and cooperating teachers and account for 50 percent of the final assessment.

TED 414 - Professional Topics and Problems addresses professional topics, problems, and solutions related to teaching Technology Education offering the following writing experiences:

- Individual journals recording current issues and topics for discussion
- Research projects determined by issues raised within the group
- Research and written analyses of educational law
- Research and written reports on assessment procedures and educational standards
- Documents related to the job search

The number of student teachers determines enrollment figures in any one semester. Writing evaluation accounts for at least 25 percent of the final assessment.

Technology Management

In addition to *TED 209*, Technology Management students will be required to complete the following:

TED 498 - Professional Internship providing the field experience in technology management offers the following writing experiences:

- An orientation to center report
- A daily log and weekly correspondence to college supervisor
- A term project directed toward improvement of the center
- A management report detailing management styles used, equipment use, and suggestions for improvements

Maximum enrollment is two to four students per supervising teacher. Writing accounts for at least 25 percent of the final assessment.

In addition, three courses from the approved curriculum in the School of Business must be completed.

ACC 321 - Accounting as a Management Tool

BLW 355 - Legal Environment of Business

HRM 385 - Organizational Behavior

HRM 386 - Human Resources Management

MGT 395 - International Business

MGT 460 - Leadership

MGT 485 - Production Management

MGT 486 - Materials Management

SUMMARY

The Department of Technology's Writing Across the Curriculum and Oral Communication Plan is designed to produce graduates with writing and oral communications skills that ensure success. Students will take one communications course, one lower-division writing course, and four upper-division courses with strong writing components, some of which will be taken outside the department. Transfer students will be integrated into the writing program using college guidelines.

Other courses within the department offering writing components in a less significant proportion than those in the writing plan however still addressing some of the writing plan objectives include:

TEL 110 - Design and Technology

TED 201 - Introduction to Teaching Technology Education

TEL 203 - Materials Processing and Fabrication

TEL 205 - Materials Precision Production

TED 206 - Introduction to Technology Education Curriculum

TEL 246 - Microcomputer Applications

TED 310 - Technology and Civilization

TEL 393 - Manufacturing Systems