Minnesota State University, Mankato
Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

(Check all that apply):

College: Arts and Humanities
Department: English
Program: Technical Communication
Type of Change: COURSE PROPOSALS
Proposed: New Course

Title Current: Proposals
Title Proposed: Proposals
24-Char. Abbrev: (if applicable)

Proposal # 98
Effective Date of Change: 07-08
Academic Year
(For Office Use Only)

Course Designator Number of Credits
Eng 480 4

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Practice in the development and production of proposals, focusing on the researching, writing, and management of proposals by technical communicators.

Rationale or Justification for change:

The production of proposals has been a typical part of the job description for many technical communicators. Note that all introductory technical communication textbooks include a chapter on proposals. Indeed, a number of our graduates have taken full-time jobs for companies specializing in the production and management of proposals.

***For General Education or Cultural Diversity Courses Only***

General Education Course:

GE Category # GE Category Name (Maximum of 3 Categories)
N/A
N/A
N/A

For Writing Intensive Courses, attach a description of the kind and quantity of writing.
For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes associated with each GE competency or CD designation.
c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

Cultural Diversity Course:

(Please check one.)

- Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)
- Related (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)

***For New Courses***

(Check all that apply) Instructional Type: Lecture/Lab

Course is an elective.
Course is required for program
Pre- or Co-requisites:

Grading Format: Grade P/N

Course will be offered:
- Fall Semester
- Spring Semester
- Summer Session

- Other courses are being changed or eliminated. (Explain.)

For Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes.
c. A list of resources required to offer and support this course.
d. A description of how teaching this course will affect department staffing.
e. If 400/500 level course, an explanation of added expectations of graduate students.

Revised September 2002
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<td>Senior Vice President and Vice President for Academic Affairs</td>
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3 Revised September 2002
4/572 Proposal Writing in Technical Communication
Professor Nancy MacKenzie
2 credits, Summer Session 1
May 22-June 19, 2007
Distance Education Online Course: Class meets online Tuesday nights 7:00-8:30 CST

Course Outcomes

- Students will learn to effectively analyze the rhetorical elements of purpose, audience, and context for writing proposals.
- Students will enhance their computer-mediated collaboration skills.
- Students will learn to exploit electronic media to produce successful proposals.

Course Requirements

- This course will be conducted entirely online in the course management program Desire to Learn (D2L), accessible from the MSU,M homepage, left menu. Assignments (e.g. open-book quizzes, threaded discussion questions on D2L Discussion site, short answer exercises, etc.) will be due every Sunday no later than midnight; assignments may be submitted to the online Dropbox and Discussion sites in D2L anytime before the due date and time. Homework, which is separate from and in addition to Assignments, will be due no later than 7:00 p.m. on Tuesday (right before class begins).
- Attendance at the Tuesday night online class sessions, conducted in the synchronous Chat portion of D2L is required. These class session will include team writing assignments written online during Chat.
- All assignments and homework may be submitted at the student's convenience anytime up to the deadline; consequently all late submissions will be subject to penalty.
- Once submitted to the Dropbox in D2L, student work is considered ready for grading; therefore, students should not submit multiple versions of homework or assignments.
- Arriving late to the Tuesday night Chat sessions will subject students to a grade penalty.
- Students' computer problems are not considered an acceptable "excuse" for late work or missing Chat, unless D2L is unavailable to everyone.
- Students are responsible for checking the D2L Course Home site several times a week for announcements and updates regarding the course.

Course Grading

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<th>Percentage</th>
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<tr>
<td>Homework</td>
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<td>Assignments</td>
<td>25%</td>
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<td>Chat participation</td>
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Total 100%

Additional Project for Graduate Students only

Write a proposal in response to the RFP (see Contents section in D2L) provided by Dr. MacKenzie. Some research may be required, depending on the student’s familiarity with the proposal topic.

Course Text
*Writing Proposals* by Richard Johnson-Shehan, AllynBacon publisher.

Weekly Schedule

Directions for individual assignments and homework available in Contents section of D2L

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<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
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<tr>
<td>Week 1</td>
<td>Introduction to proposal writing</td>
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<tr>
<td>Week 2</td>
<td>Text chapters 1, 2, &amp; 3</td>
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<tr>
<td>Week 3</td>
<td>Text chapters 4, 5, &amp; 6</td>
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<td>Week 4</td>
<td>Text chapters 7, 8, &amp; 9</td>
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<tr>
<td>Week 5</td>
<td>Text chapters 10, 11, &amp; 12; Grad students' Proposal Project due</td>
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site updated April 25, 2007
Proposals (Eng 480)

Learning outcomes
See attached syllabus.

List of resources required to offer and support this course
No additional resources are required. The course will serve as an elective for the undergraduate major, minor, and certificate. Our initial plan is to offer the course on a two-year cycle—that is, every other year.

Affect on department staffing
At this point, none. Proposals was previously offered as a 4/500-level (Eng 4/572) and 600-level (Eng 680) topics course.

Added expectations of graduate students
Not applicable.
English Department Meeting  
9:00 a.m., September 26, 2007, AH 208  
Minutes


1. Approval of minutes for September 5 and 27, 2007, was moved, seconded and approved.

2. Committee Reports:
   Assessment & Program Review (Banschbach): The track self-studies will be due at the end of October. There will be meetings in November to complete the department’s self-study.
   Curriculum (Haas): Several proposals for changes in the technical communications curriculum were moved, seconded and approved. The title of English 680 was changed to Proposals. Four new courses were approved: English 272 Business Communications, English 480 Proposals, English 4/568 Document Design and Usability, and English 4/569 Project Management in Technical Communications. Program requirements were changed: English 272 can be used as an entrance requirement to the programs, and English 480, 4/568, 4/569, 674, and 680 can be used as electives.
   Departmental, Student and Community Relations (Sewell): Sigma Tau Delta’s first event of the year will be an evening of bowling on October 3rd. Everyone is invited; see Candace for information.
   Personnel (Robbins): Heather Camp, the new director of composition, will join the department on February 29.
   Professional Development & Research Activities (Sheffer): No report.
   Scheduling: (O’Meara): The first draft of 2008-2009 teaching assignments will be available this week. Please check the assignments carefully to see that program needs are being met.
   Technology (Flaherty): The department’s equipment request list is almost ready. There has been no announcement yet about allocations.
   Graduate (Stoynoff):
      a) The Career Workshop will be held October 23rd from 11-1 p.m. in CSU 284.
      b) Graduate student enrollments are now 3% higher than last year’s.

1. Other Topics:
   • Fall 2007 enrollment numbers indicate a gradual decline in several areas. There was discussion about ways to reverse the decline through changes in scheduling and through recruitment, and about the need to consider this in the department’s self-study.
   • Lee Tesdell’s sabbatical application was voted on and approved by the department.
   • Terry Flaherty’s application for phased retirement was voted on and approved by the department.

Dates and Events:
October 11 Good Thunder: Robert David Clark, Gwen Hart, Thomas Maltman
October 12 Faculty Improvement Grant applications due
October 12  Faculty Research Grant applications due
October 19  Teaching Scholar Fellowship applications due
November 1  Andreas faculty research grant applications due
November 1  Good Thunder: Robert C. Wright Minnesota Writer Residency:
             Luke Rolfes and Marie Myung-Ok Lee
November 7  Department meeting

Respectively submitted

Kate Voight
Administrative Assistant
English Department