Program Level Outcome Assessment Plan

Department: _Technical Writing (TWRT)						
Division: _Language Arts						
Program/Certificate/Degree: _Program, Certificate, and Degree in Technical Writing						
Number of authors/participants: _1	Contact Person: _Marrietta Reber					

Instructions: For each program level outcome in this program indicate in which year you will collect course assessment data. To facilitate this, if using embedded assessments, list courses to assess for assessment of this PLO. During a five-year period, it is assumed that all outcomes will have been assessed. Comprehensive Review is scheduled for Spring 2014.

Name as DEPT_PLO_ProgramName.xls	Submit as e-mail attachment to outcomes@deanza.edu								
Program Level Outcome Assessment Plan 2010-11									
Students will examine required competencies to gain employment	TWRT 61		Х						
in industry and will demonstrate mastery of core competencies by									
designing a compelling cover letter and resume to effectively									
market their skill set.									
Students will create various professional documents that showcase	TWRT 61		X						
their ability to define purpose and audience, structure data and	and/or TWRT								
graphics into procedures and descriptions, think strategically, and	62								
manage projects. Students will organize relevant self produced									
materials in a professional portfolio.									
Students will research, analyze, plan, schedule, design, write, and	TWRT 63		Х						
evaluate a technical manual that meets or exceeds the industry									
standard.									

Students will learn and practice team communication skills and	TWRT 64	Х	
collaborative work strategies as part of a publication team to			
design and produce a camera ready document or product, including			
selecting and evaluating graphics, type, and paper.			