

**Template
Degree Program
Assessment of Student Learning Plan
Kansas State University**

A. College, Department, and Date

College: Graduate School
Department: English
Date: 5 March 2008

B. Contact Person(s) for the Assessment Plans

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C. Degree Program

Graduate Certificate in Technical Writing and Professional Communication

D. Assessment of Student Learning Three-Year Plan

1. Student Learning Outcome(s)

a. List (or attach a list) all of the student learning outcomes for the program.

1. Students will be able to adapt their writing to different purposes, audiences, genres, and contexts.
2. Students will be able to use multimedia technologies to produce appropriate and effective texts and images.
3. Students will be able to evaluate rhetorical situations from a variety of theoretical positions.
4. Students will be able to demonstrate a critical awareness of several major issues in the field of technical and professional communications. Such issues may include but are not limited to the following: ethics, professionalism, the history of the field of technical and professional communication, cross-cultural communication, global English, and institutional critique.

5. Students will be able to demonstrate a critical awareness of the current scholarship and research being done in at least one field and/or discipline that uses technical and professional communication.

b. Identify outcomes that will be assessed in the first three years of the plan.

All five SLO's will be assessed each year.

Special rationale for selecting these learning outcomes (optional):

Not applicable, all learning outcomes will be selected.

Relationship to K-State Student Learning Outcomes (insert the program SLOs and check all that apply):

Program SLOs	University-wide SLOs (Graduate Programs)			Program SLO is conceptually different from university SLOs
	Knowledge	Skills	Attitudes and Professional Conduct	
1.	X	X	X	
2.		X		
3.	X	X		
4.	X	X	X	
5.	X		X	

2. How will the learning outcomes be assessed? What groups will be included in the assessment?

All students in the program prior to completion of the certificate will submit a portfolio of sample papers from each course that required a paper. These papers will be evaluated by English Department graduate faculty in the area of Technical Communication and Professional Communication (Professors Marzluf, Smit, and Yu) according to the attached rubric.

3. When will these outcomes be assessed? When and in what format will the results of the assessment be discussed?

These outcomes will be assessed for every student just prior to the completion of his or her certificate. English Department graduate faculty in the area of Technical Communication and Professional Communication (Professors Marzluf, Smit, and Yu) will perform the assessment, tabulate the aggregate data, discuss the results, and make recommendations for changes to courses, curriculum, etc.

4. What is the unit's process for using assessment results to improve student learning?

After the aggregate assessment data is tabulated by the graduate faculty in the area, the data and any recommendations for changes to improve student learning will be forwarded to the English Department's Graduate Advisory Committee (GAC). The data and the recommendations for changes will then be evaluated by the GAC. The GAC will use these recommendations and information to develop suggested changes to courses, to curriculum, to assessment procedures, and to our SLOs themselves. The suggested changes will then be discussed with the Department of Speech Communication, Theatre and Dance as well as the A.Q. Miller School of Journalism and Mass Communication and any other affected unit. After discussion with participating units, these proposed changes will be brought to the English Department graduate faculty for their consideration, discussion, and possible action.

Rubric for Scoring Portfolios

This portfolio contains writing that is well adapted to its purpose, audience, genre, and context.

Excellent Satisfactory Unsatisfactory

This portfolio contains writing that has been produced by multi-media technologies and exhibits appropriate and effective text and images.

Excellent Satisfactory Unsatisfactory

This portfolio contains writing that evaluates a rhetorical situation from a theoretical position.

Excellent Satisfactory Unsatisfactory

This portfolio demonstrates that the writer is critically aware of several major issues in the field of technical and professional communications.

Excellent Satisfactory Unsatisfactory

This portfolio demonstrates that the writer is critically aware of the scholarship and research in at least one field or discipline that uses technical communication.

Excellent Satisfactory Unsatisfactory