

BTW 250 COURSE REVISION DESCRIPTION

Program in Professional Writing

Our Process

The Program in Professional Writing is excited to share the work of our BTW 250 curriculum revision team. From their discussions with new and experienced instructors, the PPW admin team saw the urgency of revising our curriculum. Many instructors reported feeling overwhelmed by the number of assignments they were being asked to teach and grade. Likewise, they felt it was time to reassess the BTW Wiki in favor of a more up-to-date and student-focused approach to content delivery.

The PPW admin team and a group of instructors (who were paid for their extra labor) communicated extensively with current BTW 250 teachers to identify the values we share and how best to enact those values in our classrooms. We also did extensive research on how the best technical writing programs approach this course. From that research, we've developed a course that emphasizes process, audience awareness, reflection, and research.

The Major Assignments

Onboarding assignment: In this unit, students reflect on their own experiences with reading and writing. They research the expectations for writing in their field of study and future career. They write to multiple audiences about their research and experiences in multiple genres: a literacy narrative, an email to a mentor in their field, and a memo to their BTW 250 instructor.

Bus file assignment: One of your last tasks at any firm you work for is often to train your replacement. As the expert on your current role, your company will ask you to produce materials that help them to choose the best candidate to replace you and to give that new employee the tools they need to succeed in the new role. For this assignment, students will choose one of the jobs or volunteer opportunities they've engaged in in the past and create materials that prepare a new candidate to step into that role.

Group work assignment: In this unit, students learn about and apply teamwork and report-writing skills. Students read about and practice team dynamics and managing projects. They negotiate group agreements and plans, including research, for completing a SWOT (Strengths, Weaknesses, Opportunities, and Threats) report. Written work in this unit includes a group agreement, progress report, team evaluations, and a formal SWOT report.

Performance review assignment: In this unit, students will review their performance in BTW 250. This review will take several forms. First, to illustrate how they've grown as a writer throughout the semester, students will include a portfolio of their best work that outlines how they have applied the skills we have learned in class. Students will also improve a piece of past writing from the beginning of the semester to show how their skills have developed. Finally, students will perform a self-evaluation of their progress, and rate their work for the class.