



UNIVERSITY OF WASHINGTON

OFFICE OF THE PRESIDENT

Mark A. Emmert, President

October 29, 2004

Dean Denice D. Denton
College of Engineering
Box 352180

Dear Denice:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised requirements for a Bachelor of Science degree in Technical Communication. A copy of the changes is attached.

I am writing to inform you that the Department of Technical Communication is authorized to specify these requirements beginning autumn quarter 2005.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

Mark A. Emmert
President

Enclosure

cc: Professor Judith A. Ramey (with enclosure)
Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah Wiegand (with enclosure) *TC-051104*



TC-051104

Creating & Changing Undergraduate Academic Programs*

*After college/school review, send signed original and 8 copies to: FCAS, Box 351271

College: Engineering Department or Unit: Technical Communication Date: 5/11/04

New Programs

- Leading to a Bachelor of _____ in _____ degree
- Leading to a Bachelor of _____ degree with a major in _____
- Leading to a _____ Option within the existing major in _____
- Leading to a Minor in _____

Changes to existing programs

- New Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Program Requirements for the BS in Technical Communication
- Revised Requirements for the Option in _____ within the major in _____
- Revised Requirements for the Minor in _____

Other Changes

- Change name of program from _____ to _____
- New or Revised Continuation Policy for _____
- Eliminate program in _____

Proposed Effective Date: (quarter/year) Autumn 2005

Contact Person	Phone Number	Email
Kate Long	543-7108	katelong@u.washington.edu

Explanation of and Rationale for Proposed Change: (Please use additional pages if necessary. For new programs, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support, and departmental handouts.)

See attached memo.

* For information about when and how to use this form please go to <http://www.washington.edu/faculty/facsenate/councils/fcas/1503/>.

Creating & Changing Undergraduate Academic Programs

2. Catalog Copy

A. Catalog Copy as Currently Written (*Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.*)

The Department of Technical Communication offers a program of study leading to the Bachelor of Science in Technical Communication degree, as well as a minor. Students must take a core set of courses that cover style, editing, project management, computer documentation, visuals, a senior study, and an internship. Additionally, students must develop a coherent and relevant area of specialization and propose 24 credits of upper-division electives relevant to this area. The specialization might be from engineering or the natural sciences. Other possible areas of specialization are computer science, human factors, psychology of technical communication, science writing, or instructional design.

Students with a degree in technical communication can pursue graduate education in the same or related fields or can secure employment in high-tech, scientific, or general business organizations.

Graduation Requirements: The B.S.T.C. degree requires 180 credits, distributed according to the following minimum number of credits in each component: 50 credits in mathematics and natural science (with a minimum of 15 credits in mathematics or statistics, and 15 credits in natural science); 13 credits of written and oral communications (including TC 231); 12 credits of technical/analytical course work (including either CSE/ENGR 142 or PHIL 120); 35 credits of VLPA and I&S; 35 credits of required TC courses; 24 credits of approved electives that demonstrate a coherent and relevant area of specialization; and 11 credits of free electives.

B. Proposed Catalog Copy, Reflecting Requested Changes (*Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications.*)

The Department of Technical Communication offers a program of study leading to the Bachelor of Science in Technical Communication (BSTC) degree. Students must take a core set of courses that cover style, editing, project management, software user-assistance, visuals, a senior study, and an internship. Additionally, students must develop a coherent and relevant area of specialization and propose 21 credits of upper-division electives relevant to this area. The specialization might be from engineering or the natural sciences. Other possible areas of specialization are computer science, human-computer interaction, psychology of technical communication, science writing, information science, or instructional design.

Students with a degree in technical communication can pursue graduate education in the same or related fields or can secure employment in high-tech, scientific, or general business organizations.

Graduation Requirements: The B.S.T.C. degree requires 180 credits, distributed according to the following minimum number of credits in each component: 50 credits in mathematics and natural science (with a minimum of 15 credits in mathematics or statistics, and 15 credits in natural science); 13 credits of written and oral communications (including TC 231); 12 credits

Creating & Changing Undergraduate Academic Programs

of technical/analytical course work (including either CSE/ENGR 142 or PHIL 120); 30 credits of VLPA and I&S; 46 credits of required TC courses; 21 credits of approved electives that demonstrate a coherent and relevant area of specialization; and 8 credits of free electives.

3. Signatures (required)

Chair/Program Director <i>Shaney</i>	Date 6/2/04	Dean <i>[Signature]</i>	Date 6/15/04
College Committee <i>Vipin K. Komay</i>	Date 6/7/04	Faculty Council on Academic Standards <i>[Signature]</i>	Date 10-8-04

Graduation Requirements

180 credits as follows:

General Education Requirements (~~98~~ 93 credits)

1. *Written and Oral Communications (13 credits):* 5 credits of English composition from the University list; TC 231; 5 credits of oral/written communication from TC list (see adviser).
2. *Visual, Literary, and Performing Arts (VLPA), and Individuals & Societies (I&S) (~~35~~ 30 credits):* A minimum of 10 credits is required in each area.
3. *Math and Natural Science (50 credits):*
 - a. *Mathematics (minimum 15 credits, see list of qualifying courses on TC Web site)*
 - b. *Science (minimum 15 credits, see list of qualifying courses on TC Web site)*

Major Requirements (~~74~~ 79 credits)

1. *Technical Communication Core (~~35~~ 46 credits):* TC 310, TC 400, TC 401, TC 402, TC 403 or TC 410, TC 407, TC 411, TC 437, TC 493, TC 495.
2. *Technical/Analytical (12 credits):* Must include either CSE 142 or PHIL 120. (See list of qualifying courses on TC Web site)
3. *Approved Electives (~~24~~ 21 credits):* Must demonstrate a coherent and relevant area of specialization. (See list of qualifying courses on TC Web site)

Free Electives (~~11~~ 8 credits)

Date: May 26, 2004
To: COE Council on Educational Policy
From: TC Curriculum Committee
RE: Proposed BSTC Curriculum Changes

The Department of Technical Communication proposes changes to the curriculum of the Bachelor of Science in Technical Communication (BSTC) degree. **The goal of the proposed changes is to bring the undergraduate curriculum in line with the identified core competencies of our students:**

- Understand the TC field (history, current state, future directions)
- Write and edit at a professional level
- Analyze communication situations and problems in scientific and technical settings
- Identify and work with the major genres of technical communication (e.g., procedures)
- Use appropriate tools and technologies to develop communication solutions
- Understand and use principles for effective display of information (e.g., layout, typography, etc.)
- Understand and practice effective content development (e.g., interviewing, searching, referencing, etc.)
- Manage TC projects effectively
- Work effectively on teams
- Be sensitive to relevant larger contexts and environments (e.g., social, cultural, economic, organizational, legal, ethical, international)

Rationale for Curriculum Changes

Each required TC course will be increased from three to five credits and content will be added to address areas of our core competencies. As a result, the required number of TC credits in the BSTC degree increases and the number of credits from outside the department decreases (Approved Electives, VLPA/I&S). In part, this addresses the problem of access to classes from outside the department. An outline of these changes includes:

- Increasing the TC core course requirement from 35 to 46 credits (resulting from individual courses being increased from three to five credits)
- Decreasing the required number of Approved Electives from 24 to 21 credits
- Decreasing the required number of VLPA/I&S credits from 35 to 30 credits
- Requiring only TC 437 instead of the choice between TC 412 or 437
- Integrating the Society & Technology requirement into each individual TC course instead of requiring a separate class

Course Change Forms

The course change forms included in this proposal:

- TC 300 Course Change form (drop this course)
- TC 406 Course Change form (drop this course)
- TC 410 Course Change form (drop this course)

- TC 310 Course Change Form (credit increase from 4 to 5)
- TC 400 Course Change Form (credit increase from 3 to 5)
- TC 401 Course Change Form (credit increase from 3 to 5)
- TC 402 Course Change Form (credit increase from 3 to 5)
- TC 407 Course Change Form (credit increase from 3 to 5, title change, description change)
- TC 412 Course Change Form (credit increase from 3 to 5)
- TC 437 Course Change Form (credit increase from 3 to 5, title change, description change)
- TC 438 Course Change Form (credit increase from 3 to 5, title change, description change)
- TC 440 Course Change Form (credit increase from 3 to 5)
- Program Change Form 1503: changing BSTC graduation requirements

Certificate Program Courses

The Technical Writing and Editing (TW&E) Certificate Program, a for-credit program offered through UWEO, will remain the same in content. However, the numbers will need to change because the courses will no longer be exactly the same as the new 5-credit day courses. The content of these courses has not changed, but the course numbers must now be different from the BSTC courses. Also included in this packet are the forms for the TW&E certificate program:

- TC 421 New Course Form
- TC 422 New Course Form
- TC 423 New Course Form
- TC 424 New Course Form
- TC 426 New Course Form
- TC 427 New Course Form