

UNIVERSITY CURRICULUM COMMITTEE

PROPOSAL FOR COURSE CHANGE

1. Is this a Liberal Studies or Diversity Course? Liberal Studies ☒ Diversity ☐ Both ☐
2. Course change effective beginning of what term and year?
(ex. Spring 2008, Summer 2008) [See effective dates schedule.](#) Fall 2006
3. College CENS 4. Academic Unit Construction Management
5. Current course subject/catalog number CM 302
6. Current catalog **title**, course **description**, and **units**. (*Copy and paste from [current on-line academic catalog](#)*).
CM 302 PROFESSIONAL WRITING FOR PROJECT MANAGERS (3)
Instruction in the writing expectations of a professional construction manager.
Proposals, letters, analysis, reports, notifications and legal requirements for
document preparation, presentation and preservation. Prerequisite:
Admission to Construction Mgt (BS) or
Construction Planning (MINOR) and (ENG 105 or HON 190 or HON 191)
7. Is course currently cross-listed or co-convened? yes ☐ no ☒
If yes, list course _____
Will this continue? _____
8. Is course an elective? ☒ or required for an academic plan/subplan? ☐
If required, for what academic plan/subplan? _____
If required, also submit *Proposal for New Plan or Plan Change*.
9. Will other courses or academic units, be affected by this change? (Consider prerequisites, degree requirements, etc.) yes ☐ no ☒
If yes, explain in the justification and provide supporting documentation from the affected departments.
10. Does this change affect community college articulation? yes ☐ no ☒
If yes, explain how in the justification and provide supporting documentation from the affected institutions.
- Is the course a Common Course as defined by your Articulation Task Force? yes ☐ no ☐
If yes, has the change been approved by the Articulation Task Force? yes ☐ no ☐
- If this course has been listed in the *Course Equivalency Guide*, should that listing
be left as is, ☐ or be revised? ☐
If revised, how should it be revised? _____

FOR SECTION 11 ONLY COMPLETE WHAT IS CHANGING.

Only fill in
what is
changing.

If
information
is remaining
the same,
leave the
section
blank.

11. a. Proposed course subject /catalog number 302W b. Proposed units _____

c. If subject/catalog number change, is there a course fee attached to the current subject/catalog number that needs to be moved? Yes ☐ No ☒

If yes, please attach a Justification Form for Instructional Fees indicating the new course subject/catalog number change.

- d. Proposed to co-convene with _____ Date approved by UGC _____
(Must be approved by UGC prior to bringing to UCC. Both course syllabi must be presented.)

- e. Proposed to cross-list with _____
(Please submit a single cross-listed syllabus that will be used for all cross-listed courses.)

- f. Proposed long course title _____
(max 100 characters including spaces)

- g. Proposed short course title _____
(max 30 characters including spaces)

- h. Proposed catalog course description (max. 30 words, excluding requisites)

- i. Proposed grading option: Letter grade ☒ Pass/Fail ☐ or Both ☐
(If both, the course may only be offered one way for each respective section.)

- j. May course be repeated for additional units? yes ☐ no ☒

j.1. If yes, maximum units allowed? _____

j.2. If yes, may course be repeated for additional units in the same term? (ex. BIO 300, PES 100)
yes ☐ no ☐

- k. Please check **ONE** of the following that most appropriately describes the proposed course change(s):

Lecture w/0 unit embedded lab ☐ Lecture only ☒ Lab only ☐ Clinical ☐ Research ☐
Seminar ☐ Field Studies ☐ Independent Study ☐ Activity ☐ Supervision ☐

- l. Proposed prerequisites (must be completed before) _____

- m. Proposed corequisites (must be completed with) _____

- n. If course has no requisites, will all sections of the course require: (If course has pre or co requisite, skip to question 12)
Instructor consent ☐ Department consent ☐ No consent ☐

12. Justification for course change. Please indicate how past assessments of student learning prompted proposed changes.

Trying to offer a wider of variety of W level writing for our students. These are highly subscribed courses and we are always struggling to find more resources. We have the skill and desire to teach this course.

13. Approvals



8/30/2006

Dean of college

Date

For Committee use only

For University Curriculum Committee

Date

Action taken: _____ approved as submitted _____ approved as modified

Note: Submit original to associate provost's office. That office will provide copies to college dean, department chair, and Academic Information Office.

JUNIOR LEVEL WRITING SYLLABUS COVER SHEET

Course/Prefix number: CM 302

Course Title: Professional Writing for Project Managers

Credit hours: 3

Semester/Year this course will first be offered (example, Fall 2007): Summer 2007

Department: Construction Management

College: CENS

Contact Name: Thomas Rogers

Contact email: tom.rogers@nau.edu

Dept. Chair Name: Thomas Rogers

Dept. Chair email: tom.rogers@nau.edu

College Contact Name (if applicable):

College Contact email:

This course is ☐ **New** ☒ **Existing**

If a NEW COURSE, has this course been submitted to the University Curriculum

Committee for approval as a new course? ☐ **Yes** ☐ **No**

This course is a ☐ **Single section** ☒ **Multi-section**

List names of faculty who may teach this course: Dr. Stephen Mead, Dr. Thomas Rogers

Section enrollment cap: 25

Mode of delivery (select all that apply): ☒ **Classroom** ☐ **IITV/Cable/Satellite** ☒ **Web** **Other:**

(This information is for tracking purposes only. The mode of delivery will not be considered in the review of the course.)

To which degree programs offered by your department does this proposal apply?

Bachelor of Science Construction Management

Do the hours in the majors for any of these programs change as a result of this proposal? If so, please identify the program/s and applicable changes.

NO

Is this a new course, or is it meant to replace the course without the 'W' designation? (e.g., do you intend to offer ABC 300 and ABC 300W, or just ABC 300W?)

Replaces CM 302 with CM 302W

Please have your Department Chair send the following by email as attachments to Patricia.Muster@nau.edu

1. Junior Level Writing Course Syllabus
2. Junior Level Writing Syllabus Cover Sheet

COURSE SYLLABUS
College of Engineering and Natural Sciences
Construction Management
CM 302W Professional Writing for Project Managers

GENERAL INFORMATION:

Name of College: College of Engineering and Natural Sciences
Course Number: CM 302W, Professional Writing for Project Managers
Semester: All semesters
Credit Hours: 3
Instructor's Name: Stephen Mead, Thomas Rogers
Office Address: TBA
Office Hours: TBA

COURSE PREREQUISITES:

ENGLISH 105

COURSE DESCRIPTION:

Instruction in technical writing for professional project managers. Proposals, letters, analysis, reports, notifications and legal requirements for document preparation, presentation and preservation.

Instruction and experiences in writing proposals, technical descriptions, specifications, scopes of work, and instructions, analyses, interpretive and recommendation reports, abstracts, progress reports, business letters, technical articles, and correspondence. Writing intensive course. (3 credits)

STUDENT LEARNING OUTCOMES:

Upon completion of this course the student will be able to organize, compose, and self edit a variety of professional documents that are typically used by professional project managers.

STUDENT WORK EXPECTATIONS:

Although the content requires twenty four pages of written and revised work the student **MUST** produce a minimum of twenty pages (approximately 5000 words) of written, edited, and revised work to receive a minimum passing grade.

Each writing sample requires one or more revisions (edits) and/or multiple drafts.

Work is to be double spaced, in no greater than 12 point font with no more than a total of one inch margin top/bottom and one inch margin left/right. Title pages, indices, contents and abstracts are not part of the page count.

Note: WEB sections: Work is to be submitted in PDF format, and will be returned scanned and redlined.

COURSE STRUCTURE/APPROACH

- The course will be structured as lecture (or web module) around the areas of content.
- Instructors will present the theory and practice of writing.
- Instructors will present examples of good writing in the content areas.
- Students will be expected to attend classes (modules, and discussion boards).
- In addition to the required writing samples, writing exercises will be accomplished during class.

TEXTBOOK AND REQUIRED MATERIALS:

The Business Writer's Handbook, 8th Edition
Alred, Brusaw, Oliu
ISBN 0312436122.

OPTIONAL READINGS:

TBA

COURSE OUTLINE (CONTENT):

- Communication and information management theory
- Project management communications
- Writing processes for project managers
 - o Audience
 - o Outline
 - o Writing Form
 - o Editing
 - o External Review
- Effective prose style in technical reports
 - o The sentence
 - o Tense
 - o Voice
 - o Person
- Typical writing
 - o Resume
 - o Letter of Introduction
 - o Letter of Reference
 - o The "good news" letter
 - o The "bad news" letter

- Technical communication in an electronic platform
 - o E-mail
 - o Web postings
 - o Short reports
 - o Archiving
- The use of graphics in legal communications
- The use of graphics as information channel
- Formal technical reports
- Project Management communications
 - o Memorandums vs letters
 - o Proposals
 - Technical
 - Business/Legal
 - o Requests for Information
 - o Letters
 - Contract notifications
 - Work related confirmations
 - Public documents (notifications)
 - o Transmittals
 - o Submittals
 - o Contracts
 - Content and language
 - Scope
 - Format
 - Written depositions
 - Specifications
- Construction Industry Institute specification formats
- Editing and final manuscript preparation

ASSESSMENTS OF STUDENT LEARNING OUTCOMES

Demonstration of student learning (competency) will be by review of students writing.

Student deliverables and grading:

Writing Sample 1	Resume	1 page	50 points
Writing Sample 2	Letter of Introduction	1 page	50 points
Writing Sample 3	Letter of Reference	1 page	50 points
Writing Sample 4	The “good news” letter	2 pages	100 points
Writing Sample 5	The “bad news” letter	2 pages	100 points
Writing Sample 6	email	1 page	50 points
Writing Sample 7	web posting (blogs)	1 page	50 points
Writing Sample 8	Short Reports	2 pages	100 points
Writing Sample 9	Technical Proposals	2 pages	100 points
Writing Sample 10	Business Proposal	2 pages	100 points
Writing Sample 11	Technical Specifications	4 pages	200 points
Writing Sample 12	Other writing (memos)	1 page	50 points
In-class writing samples		4 pages	200 points
Total Points		24 pages	1200 points

NOTE: (A schedule of the assignments and edit submission dates will be attached to the syllabus.)

GRADING SYSTEM

- A total of 1200 points may be earned in this course. Grades are based on a straight scale (i.e.. 90%, 1080 points is an A, 80%, 960 points is a B, etc.)
- There will be NO extra credit assignments and NO grading curves, you will have an equal opportunity to earn the grade of your dreams.
- NOTE: Although the content requires twenty four pages of written and revised work, in addition to accumulating 780 points the student MUST produce a minimum of twenty pages of written, edited, and revised work to receive a minimum passing grade of “D”.
- Each writing sample may require one or more revisions (edits) and/or multiple drafts.

LATE POLICY FOR ASSIGNMENTS AND EXAMS:

Writing samples must be turned in at the assigned place, date and time. (A schedule of the assignments and edit submission dates will be attached to the syllabus.)

Late assignments will be penalized a flat 25% regardless of when they are turned in.

ATTENDANCE

Students are expected to attend all classes. In the event that a student will be unable to attend class, the individual student should notify the instructor in advance. In the event that the non attendance is due to an excusable illness, or injury, the student will advise the instructor as soon as reasonably possible, but no later than one week after the absence.

No make up of class writing will be allowed unless the student properly notifies the instructor.

STATEMENT ON PLAGIARISM AND CHEATING Created by Ken Wedding 01.30.02. Last updated by the Plagiarism Committee 08.26.03 URL: <http://www.hopkins.k12.mn.us/pages/high/acad/plag.html>

PLAGIARISM: The unauthorized use of the language and thoughts of another author and representation of them as one's own (*Random House Webster's College Dictionary, 2000*)

In simpler terms, plagiarism is using someone else's words or ideas in your writing and not properly giving the other person credit.

Examples of plagiarism:

- Copying an article from the Internet or print source and turning it in as your own paper with no quotation marks and no sources indicated.
- Copying parts of articles from a number of sources and putting them together in your own paper, with no quotation marks and no sources indicated.
- Paraphrasing a paragraph from a book, article, or website without indicating the source.
- Using a few sentences from a book, article, or website word-for-word in your paper and not using quotation marks AND indicating the source.
- Using the same structure, thesis, or concept that an author uses in a book, article, or website and not indicating the source.

How to avoid plagiarism:

- When you use information from a book, article, or website, always indicate where your information came from within the text of your paper. It is NOT enough to list your sources in a bibliography attached to your paper. Even if you are paraphrasing someone else's ideas or words, you need to indicate the author in the text of your paper.
- Avoid copying and pasting from the Internet or photocopying information from books. Instead, TAKE NOTES and keep careful track in your notes of where your information is from.
- Keep track in your notes of whether information is a paraphrase or a word-for-word quotation (use quotation marks for quotes), and keep track of the source and page number.

CHEATING: Taking OR GIVING answers or information about assignments or tests or any class related work.

Examples of Cheating:

- Copying someone else's answers on a test.
- Using a crib sheet on a test without the teacher's permission.
- Copying someone else's homework OR letting someone copy your homework.
- Sharing test answers electronically during a test (via cell phone, PDA, or other device).
- "Working together" on an assignment without permission.
- Telling a student from a later class what the test covered or what specific questions ask.
-

How to avoid cheating?

- Simple, ALWAYS, ALWAYS, ALWAYS do YOUR OWN work.
- NEVER let someone copy your work on a test or assignment.
- NEVER talk about a test in the halls or at lunch, no matter how much someone begs you to spill the beans!

Created by Ken Wedding 01.30.02. Last updated by the Plagiarism Committee 08.26.03
URL: <http://www.hopkins.k12.mn.us/pages/high/acad/plag.html>

NORTHERN ARIZONA UNIVERSITY POLICY STATEMENTS

SAFE ENVIRONMENT POLICY

NAU's Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.

You may obtain a copy of this policy from the college dean's office or from the NAU's Affirmative Action website <http://www4.nau.edu/diversity/swale.htm>. If you have concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (928-523-5181), or NAU's Office of Affirmative Action (928-523-3312).

STUDENTS WITH DISABILITIES

If you have a documented disability, you can arrange for accommodations by contacting the office of Disability Support Services (DSS) at 928-523-8773 (voice), 928-523-6906 (TTY). In order for your individual needs to be met, you are required to provide DSS with disability related documentation and are encouraged to provide it at least eight weeks prior to the time you wish to receive accommodations. You must register with DSS each semester you are enrolled at NAU and wish to use accommodations.

Faculty are not authorized to provide a student with disability related accommodations without prior approval from DSS. Students who have registered with DSS are encouraged to notify their instructors a minimum of two weeks in advance to ensure accommodations. Otherwise, the provision of accommodations may be delayed.

Concerns or questions regarding disability related accommodations can be brought to the attention of DSS or the Affirmative Action Office. For more information, visit the DSS website at <http://www2.nau.edu/dss/>.

INSTITUTIONAL REVIEW BOARD

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the IRB *Policy and Procedures Manual* is available in each department's administrative office and each college dean's office or on their website: <http://www4.nau.edu/ovp/regulatorycompliance/irb/index.htm>. If you have questions, contact Melanie Birck, Office of Grant and Contract Services, at 928-523-8288.

ACADEMIC INTEGRITY

The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU's *Student Handbook*
<http://www4.nau.edu/stulife/handbookdishonesty.htm>.

ACADEMIC CONTACT HOUR POLICY

The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: "an hour of work is the equivalent of 50 minutes of class time...at least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit."

The reasonable interpretation of this policy is that for every credit hour, a student should expect, on average, to do a minimum of two additional hours of work per week; e.g., preparation, homework, studying.