

ITT Technical Institute
EN3220T
Written Analysis
Onsite and Online Course

SYLLABUS

Credit hours: 4.5


Contact/Instructional hours: 54 (54 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: SS3150T Research Methods or equivalent, EN1420T Composition II or equivalent

Course Description:

This course introduces theories and principles of critical and creative thinking with the goal of analysis and production of comprehensive written documents. Focus is on critically evaluating ideas and arguments.



COURSE SUMMARY

COURSE DESCRIPTION

This course introduces theories and principles of critical and creative thinking with the goal of analysis and production of comprehensive written documents. Focus is on critically evaluating ideas and arguments.

MAJOR INSTRUCTIONAL AREAS

1. Applying critical analysis and evaluation
2. Using a critical writing process
3. Synthesizing information from a variety of sources
4. Drafting and refining analytical documents

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Describe how creative thinking and critical thinking are applied to daily situations.
2. Evaluate the critical elements of a source document.
3. Critically analyze and summarize complex documents.
4. Participate in a collaborative writing process.
5. Synthesize information from multiple source documents.
6. Use primary and secondary research sources to support analysis.
7. Apply creative thinking to propose a set of solutions to a problem.
8. Apply critical thinking to select a viable and innovative solution to a problem or issue.
9. Create a research document intended to persuade an audience to support a position on an issue or a solution to a problem.
10. Critically evaluate peers' work.

COURSE OUTLINE

MODULE 1: APPLYING CRITICAL AND CREATIVE THINKING

COURSE LEARNING OBJECTIVES COVERED

- Describe how creative thinking and critical thinking are applied to daily situations.
- Apply creative thinking to propose a set of solutions to a problem.
- Apply critical thinking to select a viable and innovative solution to a problem or issue.

TOPICS COVERED

- Brainstorming Solutions
- Applying Critical Thinking

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapters 1 and 3	No	3.5 hrs
Lesson: Study the lesson for this module.	No	1 hr
Discussion: Participate in the discussion titled “Brainstorming Solutions to Problems.”	Yes	N/A
Analysis: Submit the analysis titled “Applying Critical and Creative Thinking in Daily Life.”	Yes	2 hrs
Project: Read and begin the project.	No	1 hr

Total Out-Of-Class Activities: 7.5 Hours

MODULE 2: SEARCHING AND EVALUATING CREDIBLE SOURCES

COURSE LEARNING OBJECTIVES COVERED

- Evaluate the critical elements of a source document.
- Critically analyze and summarize complex documents.
- Synthesize information from multiple source documents.
- Use primary and secondary research sources to support analysis.
- Apply critical thinking to select a viable and innovative solution to a problem or issue.

TOPICS COVERED

- Searching and Evaluating Credible Sources
- Analyzing Sources and Identifying Biases

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapters 4 and 8	No	4 hrs
Reading: ITT Tech Virtual Library> School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style> 11 Rules of Writing: <ul style="list-style-type: none"> • The Rules • FAQs • Definitions • Teacher's Notes and Credits 	No	2 hrs
Reading: ITT Tech Virtual Library> School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style> Sources: Their Use and Acknowledgement> Learning> Materials> Sources and Citations at Dartmouth	No	3 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Discussion: Participate in the discussion titled "Bias and Authority in Sources."	Yes	N/A
Exercise: Submit the exercise titled "Evaluating Credible and Non-Credible Sources."	Yes	1 hr
Research: Submit the research titled "Looking for Credible Sources."	Yes	2 hrs
Analysis: Submit the analysis titled "Summarizing and Analyzing Articles."	Yes	1.5 hrs
Project: Continue to work on Project Part 1.	No	1 hr

Total Out-Of-Class Activities: 16.5 Hours

MODULE 3: STATING AND JUSTIFYING A POSITION

COURSE LEARNING OBJECTIVES COVERED

- Critically analyze and summarize complex documents.
- Synthesize information from multiple source documents.
- Use primary and secondary research sources to support analysis.
- Create a research document intended to persuade an audience to support a position on an issue or a solution to a problem.

TOPICS COVERED

- Stating and Justifying a Position Statement
- Confusing Interests with Position

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapter 7, Chapter 10 (pp. 183-190) and Chapter 14	No	3 hrs
Reading: ITT Tech Virtual Library> School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style> Fallacies	No	3 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Discussion: Participate in the discussion titled “Considering the Opposite Side of a Position.”	Yes	N/A
Exercise: Submit the exercise titled “Stating an Opinion on a Position.”	Yes	2 hrs
Analysis: Submit the analysis titled “Analyzing the Opposition.”	Yes	2 hrs
Project: Submit Project Part 1.	Yes	2 hrs

Total Out-Of-Class Activities: 14 Hours

MODULE 4: HIDDEN ASSUMPTIONS AND RESEARCH

COURSE LEARNING OBJECTIVES COVERED

- Evaluate the critical elements of a source document.
- Critically analyze and summarize complex documents.
- Participate in a collaborative writing process.
- Synthesize information from multiple source documents.
- Use primary and secondary research sources to support analysis.
- Apply creative thinking to propose a set of solutions to a problem.
- Apply critical thinking to select a viable and innovative solution to a problem or issue.

TOPICS COVERED

- Building an Annotated Bibliography
- Finding and Analyzing Hidden Assumptions

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapters 8 and 12	No	3.5 hrs
Reading: ITT Tech Virtual Library> School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style> How to Prepare an Annotated Bibliography	No	1.5 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Finding Hidden Assumptions."	Yes	2 hrs
Research: Submit the research titled "Building an Annotated Bibliography."	Yes	2 hrs
Exercise 2: Submit the exercise titled "Evaluating Complex Arguments."	Yes	2 hrs
Analysis: Submit the analysis titled "Analyzing Your Own Assumptions."	Yes	2 hrs
Project: Begin work on Project Part 2.	No	3 hrs

Total Out-Of-Class Activities: 18 Hours

MODULE 5: RESEARCH AND PEER REVIEW

COURSE LEARNING OBJECTIVES COVERED

- Participate in a collaborative writing process.
- Use primary and secondary research sources to support analysis.
- Apply creative thinking to propose a set of solutions to a problem.
- Create a research document intended to persuade an audience to support a position on an issue or a solution to a problem.
- Critically evaluate peers' work with respect to a standard rubric.

TOPICS COVERED

- Analyzing and Supporting a Solution with Research
- Peer Review

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapters 2, 11, 14, and 15	No	6 hrs
Reading: ITT Tech Virtual Library> School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style> Hamilton College Writing Center> Writing Resources> Revision <ul style="list-style-type: none"> • Peer Review • Revision Strategies 	No	3 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Discussion: Participate in the discussion titled "Peer Review of Final Drafts."	Yes	N/A
Research: Submit the research titled "Supporting Solutions with Research."	Yes	2 hrs
Exercise: Submit the exercise titled "Identifying the Best Solution."	Yes	2 hrs
Analysis: Submit the analysis titled "Judging and Analyzing Solutions."	Yes	2 hrs

Total Out-Of-Class Activities: 17 Hours

MODULE 6: REFLECTIONS AND REVIEW OF CRITICAL AND CREATIVE THINKING

COURSE LEARNING OBJECTIVES COVERED

- Describe how creative thinking and critical thinking are applied to daily situations.
- Evaluate the critical elements of a source document.
- Critically analyze and summarize complex documents.
- Participate in a collaborative writing process.
- Synthesize information from multiple source documents.
- Use primary and secondary research sources to support analysis.
- Apply creative thinking to propose a set of solutions to a problem.
- Apply critical thinking to select a viable and innovative solution to a problem or issue.
- Create a research document intended to persuade an audience to support a position on an issue or a solution to a problem.
- Critically evaluate peers' work with respect to a standard rubric.

TOPICS COVERED

- Creativity and Critical Thinking

MODULE LEARNING ACTIVITIES	GRADE D	Out-Of-Class Time
Reading: Ruggiero, V. R., Chapters 5 and 10	No	2.5 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Discussion: Participate in the discussion titled "Reflections on Critical and Creative Thinking."	Yes	N/A
Research: Submit the research titled "Solving Community Problems."	Yes	2 hrs
Project: Submit Project Part 2.	Yes	8.5 hrs

Total Out-Of-Class Activities: 15 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Discussion	15%
Exercise	10%
Research	20%
Analysis	25%
Project	30%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90-100%
B+ (3.5)	85-89%
B (3.0)	80-84%
C+ (2.5)	75-79%
C (2.0)	70-74%
D+ (1.5)	65-69%
D (1.0)	60-64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Ruggiero, V. R. (2012). *The art of thinking: A guide to critical and creative thought (Custom 10th ed.)*. Boston, MA: Pearson.

RECOMMENDED RESOURCES

- Books and Professional Journals
 - Journal of Technology Education
<http://scholar.lib.vt.edu/ejournals/JTE/v7n1/gokhale.jte-v7n1.html?ref=Sawos.Org>
 - Journal for Online Teachers
<http://jolt.merlot.org/index.html>
 - Composition Forum
<http://compositionforum.com/issue/30/>
- Professional Associations
 - National Council for Teachers of English (NCTE)
<http://www.ncte.org/>
 - Modern Language Association
<http://www.mla.org>
- ITT Tech Virtual Library(accessed via Student Portal | <https://studentportal.itt-tech.edu>)
 - School of Study> General Education Information> Recommended Links> Grammar, Writing, and Style>
 - 11 Rules of Writing
 - Sources: Their Use and Acknowledgement

- Fallacies
 - How to Prepare an Annotated Bibliography
 - Hamilton College Writing Center
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- Pearson. (2012). *MyCompLab*. Boston, MA: Pearson Education.
A CourseID is needed to access the MyCompLab content. You may use the following CourseID: **itt-tech40075**
Please note that none of the assessments in this course are dependent on *MyCompLab*.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as opinion-based discussions that enable you to analyze and use theories and principles of critical and creative thinking in producing comprehensive written documents. You can also use this discussion to share best practices, tips, and solutions with your classmates. The lessons in this course will focus on drafting, revising, and finalizing written documents along with tips and guidance. Your progress will be regularly assessed through a variety of assessment tools including discussions, exercises, research, analysis, and projects.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-

class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)