

University of North Dakota – Comm 3

Applications for Writing Intensive (W) Course Approval

College/School/Center _____

Department _____ Course Number _____

Course Name _____

Please read the following Guidelines of Writing Intensive Courses. Your application will consist of this cover sheet, a copy of your course syllabus, and a memo which explains how the course falls with Writing Intensive Course Guidelines. Instructions for completing the memo follow.

Signatures	Date	Approve	Disapprove
_____ Instructor(s)	_____	_____	_____
_____ Department Chair	_____	_____	_____
_____ College Curriculum Chair	_____	_____	_____
_____ University Writing Committee Box 8283	_____	_____	_____
_____ GER Committee	_____	_____	_____

Guidelines for Writing-Intensive (W) Courses to Fulfill the Third Part of the General Education Communications Requirement

Writing-Intensive (W) courses are courses in any discipline and at any level that make writing a central part of the learning process. Compared to other courses which include writing, writing-intensive courses will generally involve:

- significantly more writing
- more attention to writing on the part of the instructor
- more opportunities for students to work on their writing in conjunction with their normal course work

Amount of Writing

Students in W courses are expected to write on a regular basis, producing a minimum of 10 typed, double-spaced pages (about 3,000 words) per credit hour. This writing may include both drafts and revisions, informal and formal, graded and ungraded work. A significant portion (about 5 pages per credit) should be finished, polished prose.

Instructional Strategies

Writing-intensive courses include instruction or guidance in clear written expression, through activities that promote student learning and encourage critical thinking. Examples of such activities include informal in-class writing, response journals, graduated or sequenced assignments, individual conferencing, peer response sessions, discussion of sample papers, and opportunities to revise.

Syllabus Documentation

To ensure that students are aware of the special requirements of W courses, the syllabus and course documentation should specify:

- why writing is central to the course
- how much writing will be required
- how this writing will be used in assessing the course grade

Recommendations and Procedures

1. Because writing-intensive courses are also response- or grading-intensive, the optimum size for such classes is 25 students or fewer.
2. Both instructors and students are encouraged to use the resources of the University Writing Program to support their work in writing-intensive courses.
3. Instructors proposing a course for W status should submit an application form, a copy of the course syllabus, and a memo which explains how the course falls within Writing Intensive Course guidelines. Instructions for completing the memo follow.

Proposals should be sent to: General Education Requirements Committee, Box 8283

Memo Instructions

The memo that accompanies your application for writing intensive course approval should provide responses to the following questions. Explanations need not be lengthy but should be clear to readers who are not familiar with the course. Please use the headings on this form to organize your cover sheet. Then attach it, along with a copy of your syllabus, to the application/signature form provided by the General Education Committee.

1. Amount and Kinds of Writing

Please describe the amount and kinds of writing required in the course. How is the writing related to the disciplinary material? What part does this writing play in the course grade? (If this information is provided on your syllabus, you may simply highlight the appropriate sections on the syllabus.)

2. Instructional Strategies

Please describe the instruction or guidance with writing provided by the instructor in the class. Include both:

- a) techniques and activities (informal in-class writing, response journals, graduated or sequenced assignments, peer response sessions, opportunities to revise, etc.)

and

- b) ways the instructor interacts with students—either formally or informally, in class, in labs, or in conferences—to help them with the writing they are doing.

3. Syllabus Documentation

Please provide a copy of the course syllabus highlighting those areas which provide the requested documentation (see Guidelines). If the current syllabus is being revised to meet the guidelines, this material may be in draft form.

4. Course Size

What is the anticipated class size for this course? If enrollment is likely to be more than 25 students per section, what strategies will be used for coping with the numbers of students enrolled?