

Winthrop University New and Renewal **Writing Intensive Course Application**

Nominated courses must be numbered higher than 299. They may have prerequisites or other enrollment restrictions. Each approved writing intensive course will be reviewed every four years by the Writing Intensive Committee. Departments must initiate the review by submitting updated documents by the end of the seventh semester following course approval. If a course is taught in multiple sections, each section must meet the guidelines. However, only one course application must be submitted for such a course. This application must document the writing intensive components and other requested information common to all sections of the course.

Recommendations by the Writing Intensive Committee

Passed by Academic Council, September 2016

1. We recommend that students be encouraged to take writing intensive courses within their majors or minors if at all possible, and in cognate areas if not. Since many departments are concerned with the number of hours of General Education courses their majors take, we encourage all departments to review their courses numbered above 299 to see which ones are now or can become writing intensive.
2. We recommend that faculty development resources be made available to help instructors who wish to make their courses writing intensive (perhaps in conjunction with the faculty development supporting the writing component for General Education courses).
3. We encourage instructors of writing intensive courses to examine the three categories of writing assignments described in the Writing Component for General Education courses and to select assignments for their own courses that complement and build on these types of writing, as appropriate to the discipline.
4. We recommend that enrollment in writing intensive courses continue to be capped at 20 students to allow faculty members sufficient opportunity to respond to students' writing. In some situations, however, it may be acceptable to have a larger enrollment if additional faculty resources (e.g., graduate teaching assistant) are provided for the course. Such arrangements must be clearly spelled out on the course application.
5. We recommend that a clear and consistent procedure be developed with the Office of Records and Registration to remind departments when courses need to be submitted for re-approval.

Directions:

Submit one copy of the following required documentation with appropriate signatures to the Chair of the Writing Intensive Committee:

1. A completed Writing Intensive Course Application with all requested information listed – the course application must include signatures from the department or division chair and the school's dean.
2. A course syllabus (*submit only one representative syllabus if a course has multiple sections*).

Course Designator and Number (numbered higher than 299):

Course Title:

Credit Hours:

Effective Semester:

Please explain how this writing course meets the following requirements. The goal of the course should be to provide students with thorough instruction on writing appropriate to the discipline, including discussion of writing styles, formats, and forms of evidence.

1. Title of **REQUIRED** supplementary writing text such as a style manual, research writing guide, or other sources appropriate to the discipline (*this may be a text or online resources, but must be listed in the course syllabus as required*):
2. The course should review documentation and other aspects of research writing appropriate to the discipline. In conjunction with utilizing the above text/resource listed in number one above, how does the course meet these goals?
3. The course should require a total of 4,000 or more words (16 pages typed, assuming 250 words to a typed page) to be written by students. How many typed pages are written in this course?
4. The number and length of individual assignments is left to the discretion of the instructor, but the use of multiple in-class and out-of-class writing assignments is encouraged. Explain both the writing assignments in the course and also the instructional techniques used to teach writing skills in these assignments.
5. Responses to papers should include detailed written comments by the instructor with specific suggestions for improvement. Additionally, a peer review process is encouraged in writing intensive courses. Please discuss methods of feedback and grading in this proposed course. (Also, please explain if less than 100% of grading is not completed by the course's instructor.)
6. There should be a required revision of at least one substantive assignment for assessment by the instructor. Please discuss the role of revision in the course.
7. The course should promote discussion, possibly in coordination with library workshops, of library research techniques and/or electronic database research techniques appropriate to the discipline. How does this course teach research techniques?
8. Enrollment must be capped at 20 students, unless specific assistance to handle the writing instruction for larger class sizes is provided. **What is the cap for this course?** (*if enrollment will exceed the mandated cap of 20 students, explain what specific assistance will be provided to handle writing instruction for larger class sizes*)

Submit one copy of the application (with appropriate signatures) to the Chair of the Writing Intensive Committee along with a course syllabus (*submit only one representative syllabus if a course has multiple sections*).

Recommended for approval by:

Note: In signing, the chair affirms that he/she has ascertained that the course – if taught in multiple sections – meets the guidelines and that all instructors agree that the attached description and syllabus are typical.

Department or Division Chair Signature

Date

Dean Signature

Date

Approved by:

Chair, Writing Intensive Committee Signature

Date