

W-Course Approval Procedure and Form

The general guidelines adopted by the faculty in October 1998 included the following description of W-courses.

Each writing course normally requires students to complete five to seven writing assignments of two to four pages each, logically sequenced to develop different approaches to composition, as well as a research paper of at least eight pages. Readings for each course span and exemplify different approaches to writing. Detailed and substantive professional evaluation, peer review by other students, and encouragement of basic word-processing skills help students revise and improve their writing. Students also learn to use the library as a research and writing tool, to explore electronic sources judiciously, to document sources accurately and professionally, and to use appropriate manuals of style and formats of citation.

The coordinator of W-courses (Krentz 99-00, Denham 00-02, Foley 02-) is happy to discuss the course approval form with any who have questions, and would also be happy to read draft proposals before courses are formally submitted. The coordinator of W-courses has copies of proposals approved in previous years, which might help those proposing new courses understand what the Composition Committee is looking for.

Please answer on a separate sheet the questions on the back of this page.

Title of Proposed Course (please print or type):

Instructor: _____

Department Chair: _____ Date: _____

VPAA: _____

Composition Committee: _____

Request for W-Course Approval

Submit this form, your typewritten answer sheet, and draft syllabus to your department chair, who will forward the form to the VPAA and the Composition Committee. If your course proposal wins Committee approval, it will be forwarded to the whole faculty, via the Educational Policy Committee, for final approval.

1. Course Information

a. Course number, title, and preferred semester (fall or spring)

b. Instructor _____

c. Catalogue Description

d. Is the course recommended for satisfaction of a core requirement? If yes, which one?

e. Will the course count toward the major?

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2. How will you use the readings for the course to exemplify and elicit different approaches to writing?

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3. Indicate the number and nature of writing assignments and explain how they are constructed progressively to develop writing abilities. Approximately how much of the course's final grade will derive from writing assignments?

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4. To what extent do you plan to incorporate informal and formal writing assignments into your course?

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5. Describe your intended strategies for introducing writing assignments and helping students draft and revise their writing, including written or oral comments from you and other students.

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6. How and to what extent will your class discuss writing?

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7. Which text(s) about English grammar, style, and writing do you intend to use?

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8. Describe the research paper assignment, including library orientation, and introduction to documentation.

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9. Describe how you will help your students identify and avoid plagiarism.

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Please attach a *draft* syllabus.