

Written Communication [WW] [WC]
Skill Course Proposal Form

Department: _____

Department Chair
(name/signature/date): _____

Course Number and Title: _____

When do you want this course designation to go into effect?

This application is for intensive designation in written communication [WW] _____
practice/exposure designation in written communication [WC] _____

Attach this form to the Curriculum Change form.

Attach a sample syllabus.

Note that courses with an intensive designation in written communication [WW] are capped at 18 (30 for team-taught Intermediate Learning Communities). Courses with a practice/exposure designation in written communication normally have a cap of 18. Any increase to the cap for a practice/exposure designation must be justified based on department need.

Please read both sets of questions for the intensive designation [WW] and the practice/exposure designation [W], but answer only the questions for one proposed designation.

Courses with an intensive designation in written communication [WW] focus on building skills of writing as a major component of course content.

For an intensive designation in written communication [WW], describe how the course fulfills these criteria:

- 1) Give examples of the formal graded writing assignments, including an approximation of how frequently students will complete them. (All courses with an intensive designation in written communication [WW] must require multiple formal writing assignments of varying length.)
- 2) Approximately how many pages of formal graded writing will be required for each assignment? Provide an estimation of the total number of pages of formal writing.

(All courses with an intensive designation in written communication [WW] must require at least 20 pages of formal writing over the course of the semester.)

- 3) Give some examples of informal or ungraded writing assignments and/or in-class writing activities that are included in the course.
- 4) Describe techniques of writing instruction, such as specific assignments, worksheets, in-class activities, or out-of-class exercises.
- 5) Describe how students will learn and meet requirements for research through in-class or library instruction in finding appropriate peer-reviewed sources and using the citation format of the discipline.
- 6) Describe stages of writing/drafting process. All courses with an intensive designation in written communication [WW] must include at least one assignment for which the students significantly revise a paper with feedback from the instructor.

Courses with a practice/exposure designation in written communication [WC] use the skill of writing to support course content.

For a practice/exposure designation in written communication [WC], describe how the course fulfills these criteria:

- 1) Give examples of the formal graded writing assignments, including an approximation of how frequently students will complete them. Courses receiving a practice/exposure designation in writing [W] must require multiple formal writing assignments of varying length or a significant writing experience that exposes students to, or provides students with, practice of discipline-specific skills with thorough feedback. (Examples that would fulfill this requirement include regular, brief, formal reports of empirical projects or one well-developed, empirical paper that is the culmination of extensive research.)
- 2) Approximately how many pages of formal graded writing will be required for each assignment? Provide an estimation of the total number of pages of formal writing. Please explain in terms of appropriateness for discipline.
- 3) Describe the writing/drafting process for the formal writing.
- 4) If you include assignments in informal, ungraded writing or other forms of writing exposure or practice, describe which ones you use.

- 5) Describe how students will gain exposure to, or practice in, research and how students will use primary or secondary sources.