



## Writing Intensive Program

### New Course Proposal Form

The Writing Intensive Committee recognizes that one of the strengths of the WI Program is that the requirement can be satisfied with courses in various disciplines, offering students a variety of written communication opportunities and challenges. WI-related assignments include essays, laboratory reports, translations, creative writing, letters, as well as other assignments that support the nature of the course material. A course designated as Writing Intensive should include at least twelve pages of clear prose in formats appropriate to the discipline involved. This requirement must be broken into a minimum of three assignments, reasonably spaced throughout the course, each of which should be marked and returned promptly with constructive comments. Though one essay test may be counted as one of these assignments, the final examination may not be since it cannot be returned during the semester.

Using this form, list at least three of the WI-related assignments you will use in the class. Please give the name of the assignment and the required page length. Indicate the type of assignment, how it will be evaluated, and what types of opportunities students will have to show improvement. If you have multiple assignments that are the same type and have the same feedback, you may list them under a single heading with the total page length for all of the assignments of that type. (For instance, if you have six critical analysis papers that are two pages each, you are welcome to put "Critical Analysis Papers x 6" under the assignment name and list the page length as 12.) You may also use the area on the back of the form to list additional assignments or provide additional details.

Besides this minimum requirement for graded writing, a WI course may and perhaps should require opportunities for informal, ungraded writing designed to further enhance students' understanding of and appreciation for course material and to prepare them for the course's formal writing. Please list those assignments as well.

Attach a syllabus and any other supplementary materials that illustrate the ways your course meets WI Program expectations (instructional handouts, grading rubrics, assignments, etc.).

If your course will be WI regardless of the instructor, please also complete the "WI All Instructors" section of this form and provide a signature from the Department Chair. While additional instructors may make changes to the structure of the course, and use different assignments, it is the department's responsibility in preparing future instructors to teach the course as Writing Intensive.

**For submission deadlines please go to the Writing Intensive Program website:  
<http://academics.umw.edu/writing-intensive/>**

This form, along with any related materials you would like to include, should be sent via e-mail to the chair of the Writing Intensive Committee.

**Proposer's Name:**

**Department:**

**Course number and title:**

Semester the WI designation should take effect:

Frequency:  Fall  Spring semester check one:  yearly  alternate years

WI designation requested for...

the course and the faculty member teaching this course (other faculty who teach the course will not have their courses designated WI automatically; other faculty will need to apply for WI designation independently.)

the course regardless of instructor; the department chair accepts responsibility for ensuring that multiple sections maintain the core WI elements described in this proposal and approved.

**Assignment name:**

**Page length:**

**Type of assignment:**

- Academic Summary
- Position Paper
- Critical Analysis
- Argument
- Research Report
- Research Synthesis
- Exploratory Essay
- Creative Writing

- Blog Posts (Graded)
  - Other:
- Students will receive feedback using:
- Rubric
  - Written comments
  - Small group or individual conferences
  - Other:

Opportunities to show improvement will include:

- Required revision
- Sequenced repetition of similar assignment
- Other:

**Assignment name:**

**Page length:**

**Type of assignment:**

- Academic Summary
- Position Paper
- Critical Analysis
- Argument
- Research Report
- Research Synthesis
- Exploratory Essay
- Creative Writing

- Blog Posts (Graded)
  - Other:
- Students will receive feedback using:
- Rubric
  - Written comments
  - Small group or individual conferences
  - Other:

Opportunities to show improvement will include:

- Required revision
- Sequenced repetition of similar assignment
- Other:

**Assignment name:**

**Page length:**

**Type of assignment:**

- Academic Summary
- Position Paper
- Critical Analysis
- Argument
- Research Report
- Research Synthesis
- Exploratory Essay
- Creative Writing

- Blog Posts (Graded)
  - Other:
- Students will receive feedback using:
- Rubric
  - Written comments
  - Small group or individual conferences
  - Other:

Opportunities to show improvement will include:

- Required revision
- Sequenced repetition of similar assignment
- Other:

**Additional formal writing assignments or details:**

**Additional informal writing assignments (ungraded)**

Estimate the number of words/pages/posts of required informal writing:

Type of assignment:

- In-class exploratory writing
- Blog posts (ungraded)
- Journal (ungraded)
- Homework exploratory writing
- Drafts
- Personal reflections
- Other:

**WI For All Instructors**

**If approval is sought for all instructors, rather than for a specific instructor, please complete the following section.**

To be completed by the Department Chair:

How will the department help prepare new instructors to teach this course as WI?

Department Chair Signature:

Date: