York College/CUNY

Writing Intensive Course Proposal

(Electronic Submissions Only)

Please submit this electronic form, together with an electronic copy of the draft course syllabus and a one-page statement describing the role of writing in your course, to wac@york.cuny.edu. Together, these materials will enable the Writing Intensive Advisory Committee to review your proposed WI Course.

**Date:**       **Semester:**

**Instructor:**       **E-mail:**

**Department:**       **Course Number and Title:**

**Contact Person** (Name of Chair, Coordinator, etc.):       **Telephone:**

**Department Chair is aware of this WI Course Proposal:** [ ]

**I would like to work with someone in WAC as I develop the WI component of this course:** [ ]  Yes [ ]  No [ ]  Not Sure

Supporting Documents for WI Course Proposal (Please mark checkboxes to indicate inclusion with proposal)

[ ]  Draft Syllabus that follows WI course guidelines (below).

[ ]  One-page (250-500 word) statement describing the ways writing will be integrated into and support the course goals.

WI Course Guidelines

The following items define the characteristics of a Writing Intensive-designated course (Senate action, May 2001). They do not exhaust the possibilities for writing in a course, nor are they a mere checklist against which a proposal will be measured. They are intended to assist you as you consider how you want to incorporate writing into your course.

The WAC Course Coordinating Committee recommends that these items be included in the draft syllabus for the course you propose to run as WI next term. Discussion of the writing assignments can be addressed in the one-page supporting statement, which can provide the basis for development of your syllabus and assignments over the coming months.

* The WI designation is important because students need to complete three WI courses for graduation. The syllabus should explicitly state that the course is Writing Intensive, and should explain the meaning of this designation.
* The proposed course should have either English 125 or Writing 300 as a co- or pre-requisite. Lower division WI courses have English 125 as a co- or pre-requisite. Upper division WI courses have Writing 301, 302, or 303 as a co- or pre-requisite.
* The course includes a minimum of 10-12 pages of formal written work. This requirement can be met in various ways; for many WI courses, especially those in the lower division, several shorter assignments are preferable to one longer assignment.
* Assignments in WI courses build on learning in foundational courses, make specific reference to the writing process, and encourage students to engage this process in their work. Elements of this process may include low- and middle-stakes writing-to-learn exercises, in-class attention to writing issues, initial drafts, a process for revision, and feedback on student work.
* A significant portion of the final grade is based on students’ written work.

Please contact Professor Matt Garley at mgarley@york.cuny.edu or x3870 if you have questions about the process of WI review and approval, or if you would like to talk through some ideas for developing a Writing Intensive course.