

# WI Course Proposal Form (GenEd)

Use this form **ONLY** for GenEd courses or courses under proposal for GenEd status.

## Step 1: Course Information

Complete the following. Please print clearly!

Course Title: \_\_\_\_\_

Dept./Program: \_\_\_\_\_ College/School: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Is the course already GenEd approved? (Yes/No): \_\_\_\_\_ Gen Ed Group: \_\_\_\_\_

Will all sections be WI? (Yes/No): \_\_\_\_\_ Semester to be implemented: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 2: Rationale

Write a **memo** explaining how your course incorporates each of the three Writing Intensive Guidelines listed below. Memos are often 1-2 pages in length. For assistance, consult <http://unh.edu/writing/writingrequirement.html>.

- **WI Guideline 1.** Students in the course should do *substantial* writing that enhances learning and demonstrates knowledge of the subject or the discipline. Writing should be an integral part of the course and should account for a significant part (approximately 50 percent or more) of the final grade.
- **WI Guideline 2.** Writing should be assigned in such a manner as to require students to write regularly throughout the course. Major assignments should integrate the process of writing (prewriting, drafting, revision, editing). Students should be able to receive constructive feedback of some kind (peer response, workshop, Writing Center, professor, T.A., etc.) during the drafting/revising process to help improve their writing.
- **WI Guideline 3.** The course should include both formal (graded) and informal (heuristic) writing. There should be papers written outside of class which are handed in for formal evaluation as well as informal assignments designed to promote learning, such as invention activities, in-class essays, reaction papers, journals, reading summaries, or other appropriate exercises.

## Step 3: Supporting Documents

Attach to your letter any **supporting documents** that demonstrate how writing is featured in your course. Such supporting documents should include a **syllabus**. Additional documents may include **writing assignments**.

## Step 4: Send

Do **not** send any materials directly to the University Writing Program. All materials should be routed through your **GenEd liaison** along with your GenEd course submission packet. Please refer to the GenEd website for submission details: <http://www.unh.edu/academic-affairs/gened/index.html>.