

# WRITING INTENSIVE (WI) COURSE PROPOSAL FORM (NON-DISCOVERY)

## A. ADMINISTRATIVE INFORMATION

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

MODE:  Face to Face  Blended/Hybrid  Online (Also Fill-In Section A1 "Course Parameters")

Course Number: \_\_\_\_\_ College/School: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Dept/Program: \_\_\_\_\_

Semester/Term to be Implemented: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Summer \_\_\_\_\_  Session 2 (8 wks)  Session 3 (10 wks)

Will all sections be WI?  Yes  No If "No" Specify WI Section(s) \_\_\_\_\_

WI Duration:  Always or  End date: \_\_\_\_\_

Faculty name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Chair name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

## A1. COURSE PARAMETERS FOR ONLINE WI COURSES

Enrollment Per Section: \_\_\_\_\_ Capped at 24\* \*\*

Course Length (Weeks): \_\_\_\_\_ Must run for 8 or more weeks\*

\*Per Faculty Senate Motion # XXIII-M7

\*\* NCTE *Position Statement on Effective Principles and Practices for Online Writing Instruction* (Principle #9) suggests a maximum of 20 students per section (15 preferred) with a total of 60 or fewer students per instructor, per semester/term.

## B. RATIONALE MEMO

Please include a memo explaining how the course methods incorporate attention to writing. Memos need not be extensive but should specifically discuss how the course addresses the three Writing Intensive Guidelines (briefly summarized below):

### **ADDRESS WI GUIDELINES:**

**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, professor, TA, 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.

### **INCLUDE WRITING GOALS AND OUTCOMES:**

Please list course writing goals and outcomes in your memo.

## C. SYLLABUS AND OTHER SUPPORTING MATERIAL:

Please include your syllabus along with any other relevant supporting materials (assignments, etc) that are available.

## D. SEND TO DIRECTOR, UNH WRITING PROGRAMS

email: edward.mueller@unh.edu --or-- hardcopy: Dimond Library, Room 329  
18 Library Way, Durham, NH 03824