WRITING INTENSIVE (WI) COURSE PROPOSAL FORM (NON-GENEd/DISCOVERY)

A. Course information

Course title: ____________________________________________________________
Dept./Program: ___________________________ College/School: ___________________________
Course number: ___________________________ Credit hours: ___________________________
Semester to be implemented: ____________ Will all sections be WI? ☐ Yes ☐ No
Duration: ☐ Always or ☐ End date: ___________
Faculty name: ___________________________ Faculty signature: ___________________________
Department endorsement (Chair name/signature): ________________________________

B. Rationale

Please include a memo explaining how the course method incorporates writing. Memos need not be extensive (1 or 2 pages should suffice), but should specifically address how the course addresses each of the three Writing Intensive Guidelines, briefly summarized below. For a more expanded explanation of the guidelines, with example activities, see http://www.unh.edu/writing/uwr/faculty/WIguidelines/

- **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, 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.

C. Supporting documents

Please attach your syllabus to your memo, and include any other relevant supporting documents that demonstrate how writing is featured in your course. Such other supporting documents could include writing assignments, workshop instructions, peer review guidance, etc.

D. Send

Send your completed packet (this form, your memo, and a syllabus, as a minimum) to the following:

**Director, University Writing Programs**
Dimond Library, Room 329
18 Library Way
Durham, NH 03824

For consultation or assistance, please feel free to contact us: http://www.unh.edu/writing/contact/