

# WRITING INTENSIVE Course Proposal

## General Education Committee/Undergraduate Studies – LC 30

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

Phone #: \_\_\_\_\_ e-mail \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_

Please provide the following information:

- A. A copy of the course syllabus.
- B. Will this course *always* be taught as a Writing Intensive course? ! yes ! no
- C. Please answer each of the following. If any answer is *no*, please explain on an attached sheet.
1. Will enrollment be limited to 35 students per section? ! yes ! no
  2. Will the course require, other than examinations, more than one writing assignment? ! yes ! no
  3. Will these special or added writing assignments require at least 20+ pages of writing? ! yes ! no
  4. Will the course offer at least one of the following writing experiences: journals, personal notebooks, exploratory writing, reports, formal argumentative essays, research papers, and professional documents? ! yes ! no
  5. Will the course require substantive revisions of these special writing assignments? ! yes ! no
  6. Will course grading include a component that allows students to improve their graded work with responsiveness revisions suggested by the instructor? ! yes !no
  7. Will in-class discussion of writing assignments and detailed comments on some of the submitted writing assignments be an integral part of the course? ! yes ! no
  8. Will an evaluation of the writing component of the course be submitted by the class? ! yes ! no
- D. Describe any assistance you will be requesting from the Writing Center and/or CETL. (help in design of course, team teaching, student referrals, training TA's, instruction in use of the library, etc.)

**ROUTING:** When the course proposal is completed, the department, school or program must have the proposal reviewed and approved by its respective college or school. It is then submitted to the General Education Committee. Any questions concerning the approval process should be directed to Linda Krzykowski, Assistant Vice Provost, LC31.

E-mail: [krzykowski@uamail.albany.edu](mailto:krzykowski@uamail.albany.edu).

**APPROVAL ACTION:**

Department/Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College/School Dean or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

General Education Committee liaison: \_\_\_\_\_ Date: \_\_\_\_\_