PROPOSAL GUIDELINES

A. Decide on the kind of W course you are requesting. While the WIS and UCC welcome new ideas, the following five kinds of W courses are currently in existence:

- Always W
- Sometimes W
- 135W Writing Workshop
- 134W Writing Tutorial
- Courses that Carry 2 W Units

1. **Always W**: courses that are designated as W whenever they are taught

**DESCRIPTION**

Since W-designated courses are limited to 30 students, upper-division courses required of all majors are good candidates for the always W category.

Usually, these courses are existing 3 hour, 3 credit courses that have always included 10-15 pages of evaluated writing, essay exams (if appropriate) and some writing instruction (like coordinating peer editing groups or leading class discussions on organization, for example.)

Courses in this category can only be offered as W courses and therefore always carry a W in the QUASAR course matrix, the QC Undergraduate Bulletin, and the Schedule of Classes.

Two examples: Women's Studies 201W: Theories of Feminism and History 392W: Colloquium.

**SUBMISSION MATERIALS**

To have an existing course designated as always W, prepare a written request to that effect and include the following with the request:

- the current catalog description of the course
- a sample syllabi
- course policy or statement about how the "W" criteria will be met

If you are proposing a new course and would like that course designated as always W, please make sure that your new course proposal includes an explanation of how the course will meet the "W" criteria. Both a cover letter and the course syllabus should clearly articulate how the course meets the 4 criteria for writing-intensive courses (as applicable). In particular, please clarify the kinds of writing that will be assigned and assessed; the page requirements for each assignment; and how the required "10-15 pages of evaluated writing" is being distributed in "three or more assignments (either separate papers or one term
paper done in stages) so that students have the opportunity to develop and improve." Please also specify - in a cover letter, on the syllabus, or both - how the course will fulfill the requirement for "some attention to writing in class."

Send written requests along with accompanying material to WISC.

2. Sometimes W: courses that departments and programs want the option of offering as W courses, either on an occasional basis or on a sectional basis

DESCRIPTION
The QUASAR course matrix includes both a regular and a W designation (i.e. AmSt110 and AmSt 110W) and the Schedule of Classes lists the regular and/or W sections being offered that semester. The QC Undergraduate Bulletin uses two numbers (i.e. Classics 250, 250W Ancient Epic Tragedy) but only one course description follows.

SUBMISSION MATERIALS
To apply for either an existing course or a newly proposed course in a W version, prepare a written request to that effect and include the following with your request:

- catalog description of the course
- a brief statement explaining why it makes sense to offer the course in two versions and how the two versions will differ
- course policy statements that indicate how the W criteria will be fulfilled

Both a cover letter and the course syllabus should clearly articulate how the course meets the 4 criteria for writing-intensive courses (as applicable). In particular, please clarify the kinds of writing that will be assigned and assessed; the page requirements for each assignment; and how the required "10-15 pages of evaluated writing" is being distributed in "three or more assignments (either separate papers or one term paper done in stages) so that students have the opportunity to develop and improve." Please also specify - in a cover letter, on the syllabus, or both - how the course will fulfill the requirement for "some attention to writing in class."

Send written requests along with accompanying material to WISC.

3. 135W. Writing Workshop: a 1 hour, 1 credit workshop that can be attached on a co-requisite basis to an existing subject matter course

DESCRIPTION
Prereq.: English 110

This Workshop is added-on to a subject matter course on a co-requisite basis. "Co-requisite" means that all students registered in the subject matter course must also register for the Writing Workshop and vice versa.
The Writing Workshop meets for 50 minutes per week to work on writing that is integral to the subject matter of the main course.

The instructor of the subject-matter course must teach one or more of the course's writing workshops.

The **writing work-load criteria for all W-courses** apply to Writing Workshops.

A student will be assigned the same grade for both the subject matter course and its co-requisite Workshop.

Writing Workshops can be repeated for credit.

**SUBMISSION MATERIALS**

To have a 135W Writing Workshop course added to your department's or program's course list (e.g. Sociology 135W), prepare a written request. This request should indicate that you understand the criteria for all W-designated courses as well as the special criteria for the Writing Workshop add-ons. Both a cover letter and the course syllabus should clearly articulate how the course meets the 4 criteria for writing-intensive courses (as applicable). In particular, please clarify the kinds of writing that will be assigned and assessed; the page requirements for each assignment; and how the required "10-15 pages of evaluated writing" is being distributed in "three or more assignments (either separate papers or one term paper done in stages) so that students have the opportunity to develop and improve." Please also specify - in a cover letter, on the syllabus, or both - how the course will fulfill the requirement for "some attention to writing in class."

Send written requests along with accompanying material to WISC.

4. **134W. Writing Tutorial**: the 1-hour, 1 credit Writing Tutorial can be attached on a co-registration basis to an existing subject matter course

**DESCRIPTION**

Prereq.: Eng. 110

This Tutorial is added-on to a subject matter course on a **co-registration** basis. "Co-registration" means that all students in a writing tutorial must be in the same subject-matter course, but all students in the subject-matter course need not be in the writing tutorial. So, there can be a 75-person lecture course with only one, 30 person writing tutorial add-on.

- The Tutorial meets for 50 minutes per week to work on writing that is relevant to the subject matter of the main course.
- The instructor of the subject-matter course is required to teach one or more of the attached writing tutorials.
- The **writing work-load criteria for all W-courses** for all W courses apply to Writing Tutorials.
- Tutorials can be repeated for credit.
This W option raises questions of equity: some students are taking the add-on, while others aren't. Hence, writing tutorials are only approved on an experimental basis. In 2001, the experiment will be assessed; if the Senate then decides to continue with this option, departments and programs will have to submit new requests.

**SUBMISSION MATERIALS**

To add writing tutorials to one or more subject-matter courses, prepare a written request for a 134W Writing Tutorial course to be added to your department's or program's course list (e.g., History 134W). The request should indicate that you understand the criteria for all W-designated courses as well as the special criteria for the Writing Tutorial add-ons. Both a cover letter and the course syllabus should clearly articulate how the course meets the 4 criteria for writing-intensive courses (as applicable). In particular, please clarify the kinds of writing that will be assigned and assessed; the page requirements for each assignment; and how the required "10-15 pages of evaluated writing" is being distributed in "three or more assignments (either separate papers or one term paper done in stages) so that students have the opportunity to develop and improve." Please also specify - in a cover letter, on the syllabus, or both - how the course will fulfill the requirement for "some attention to writing in class."

Send written requests along with accompanying material to WISC.

5. **Courses that carry two writing units**

**DESCRIPTION**

Currently there are two 3 hour courses that carry 2 writing units: English 120 English Composition II: Writing and Literature and ACE 003: Introduction to Literature.

These courses carry two writing units because writing is their topic as well as their way of teaching. Although neither of these two courses carries a W, QUASAR is programmed to recognize both as worth 2 writing units. Other courses may be considered for the 2 writing unit option, but only if both their topic and the main way of teaching that topic is writing.

**SUBMISSION MATERIALS**

If you are interested in this option, send the following to the WISC:

- a letter of request
- a syllabus and course policy (prepared as asked for under Submission Materials for #1 above)
- a rationale for requesting two rather than one writing unit

B. **Prepare and submit the required paperwork** (see above HOW TO APPLY rubrics).
Normally, requests have to be approved by the WISC, the UCC, and then the Academic Senate; needless to say, the process takes time, usually one semester. Until a W-designated course has been approved by the Academic Senate, the Registrar will not put it into the QUASAR matrix. Keep in mind that Fall course schedules are made up and printed in March, while Spring course schedules are made up and printed in October. So, if you want a newly designated W course to be printed in the Fall (or Spring) Schedule of Classes, then the paperwork should be sent to the UCC before the end of the prior year's Fall (or Spring) semester. In short, it is best to plan a year or so ahead.

C. After your request is approved, be sure to change your catalog copy accordingly and to use the W when programming a writing intensive course into QUASAR.

D. Ask instructors of W-designated courses to send a syllabus as well as other course materials to the WISC. The Academic Senate charged the WISC with overseeing W-courses and the new writing requirement. To carry out this task, the WISC keeps a file of W-course syllabi and course materials. Please be sure that instructors of W-courses know that they need to send the WISC a syllabus and other relevant materials (e.g. paper assignment sheets, sample student essays).

E. If you have questions, concerns, or complaints about W-courses and/or the new writing requirement, please let the Chair of the UCC or one of the co-chairs of the WISC know. And if you or another member of your department/program would like to serve on the WISC, please contact either Hugh English or John Troynaski.

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