# Writing-Intensive Designation Form

_____        _____
Dept. Prefix/Number        Course title

**Part One:  Department Information**

Catalog course description:

- Curriculum <u>requirements</u> this course meets [check all that apply]:

___ LACC   ___ Dept. Major  ___ Ed. Major  ___ Dept. Minor   ___ BA   ___ BS  ___ BM

        **OR**   ____ Elective w/in major or minor

- Course Format:

___ Lecture   ___ Lecture & Lab   ___ Seminar   ___ Practicum

___ Other (please specify)

- Course Frequency:

___ Each term   ___ Each year   ___ Alternate years

___ Other (please specify)

- Course Designation Desired:

___ WI every time offered (unless otherwise specified during scheduling)

___ One-time designation

___ Instructor designation (WI whenever offered by specific instructor/s only)

    (List Instructor name/s)

**Part Two:  Course Information**

**--› Attach a copy of the proposed course syllabus**.   ***If any of the items below are included on the syllabus, please indicate that here and label the syllabus with the numbers used below.***   If not, please answer below.

1.    a. Types of INFORMAL writing [e.g., journals, lab or field notes, logs, ungraded drafts] required  in the
        course and how they will be evaluated for course grade:



      b.  Estimated # of pages of INFORMAL writing in course: _____

      c.  Describe the learning outcomes expected from the required informal writing:



2     a.  Types of FORMAL writing [e.g., essay tests, polished papers] required in the course:



      b.  Estimated # of pages of FORMAL writing in course: _____

      c.  Describe the learning outcomes expected from the required formal writing:



3.   What percentage of the course grade is determined by the INFORMAL writing assignments? _____;
      by the FORMAL writing assignments? _____

4.   How will students receive instruction on discipline-specific writing practices as part of the course?  Please
      indicate where and what discipline-specific writing practices are included.



5.   What procedures are to be used in the course for students to receive help as they draft, revise, and edit their
      polished written work?