

## **Writing Intensive Course Certification Form and Guidelines**

### **UPDATE FOR CHAIRS AND FACULTY**

Per the Writing Committee decision: starting from Fall 2012, every WI course offered needs to fill out the WI certification paperwork so we can keep a record of the WI courses offered at the university; this re-certification of the course can happen in the fall or the spring and is required every ***four*** years.

### **I. To Certify your Writing Intensive Courses:**

1. **Verify the Writing Intensive Courses that we have published to the WAC/WID Website.**

Go to the WAC/WID Website and click on the tab marked “WI Courses”. You will be able to see all the WI Courses in your department by selecting one of the drop-down menus to your left. If there are errors in the list for your department, please notify me via e-mail so I can make changes.

2. **Read over the Guidelines and Recommendations for Writing Intensive Courses. See below.**

The Guidelines were reviewed and revised by the Writing Committee in spring 2012. These Guidelines constitute the shared standards for all Writing Intensive Courses at Lincoln University.

3. **Complete a Writing Intensive Course Verification Form for each Writing Intensive Course in your department.**

Please delegate the responsibility for filling out the form to the instructors who actually teach that particular Writing Intensive course. A form is included in this packet, but for your convenience the document is online at <http://www.lincoln.edu/wpp>.

4. Submit materials to Marilyn Frantz ([mfrantz@lincoln.edu](mailto:mfrantz@lincoln.edu)) ext. 7622.

**Note:** starting from Fall 2012, every WI course offered needs to fill out the WI certification paperwork; this re-certification of the course can happen in the fall or the spring and can happen every ***four*** years.

**Please fill out the Writing Certification Form and email it with the requested materials.**

**II. Writing Intensive Course Certification Form:**

Course Name & Number:	
Department:	
Submitted by:	
Date:	
Is this course for:	Majors <input type="checkbox"/> Non-Majors <input type="checkbox"/> Graduate Students <input type="checkbox"/> (check all that apply)
Course offered:	Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer <input type="checkbox"/> Other <input type="checkbox"/> (check all that apply)

**GUIDELINES**

**GUIDELINE 1: Writing assignments must be an integral, ongoing part of the course, and the writing assignments must be structured and sequenced in such a way as to help students improve their writing.**

How are writing assignments integrated in the course?

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**Please list formal and informal writing assignments.**

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**Please attach a copy of your syllabus, course objectives, relevant rubrics, and Student Learner Outcomes (SLOs) and/or provide a hyperlink to their location.**

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**GUIDELINE 2: Students should have the opportunity to receive constructive criticism of drafts, and the opportunity to revise their work, particularly drafts of longer projects.**

Do students have the opportunity to revise their work, particular drafts of longer projects?

YES ☐

NO ☐

**GUIDELINE 3: Assignments should include time for students to reflect on their writing and their intellectual growth.**

What activities do you give students to help them reflect on their writing, their mastery of course content through writing?

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**GUIDELINE 4: Written assignments should be a major component of the course grade. The course syllabus should explain the writing-intensive nature of the course and should contain a schedule for writing assignments and revisions.**

How are writing assignments incorporated into the final course grade?

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### III. WI Course Guidelines and Recommendations:

1. Writing assignments must be an integral, ongoing part of the course, and the writing assignments must be structured and sequenced in such a way as to help students improve their writing.
2. Throughout the semester, students will plan, prepare, and write multiple writing assignments as appropriate to that discipline. (i.e. literature reviews, lab reports, critical analysis, argumentative essays, research papers, etc.). This does not include in-class writing assignments, which are recommended, but should be evaluated differently.
3. Students should have the opportunity to receive constructive criticism of drafts and the opportunity to revise their work, particularly drafts of longer projects.
4. Assignments should include time for students to reflect on their writing and their intellectual growth.
5. Written assignments should be a major component of the course grade. Also, the course syllabus should explain the writing-intensive nature of the course and should contain a schedule for writing assignments and revisions.
6. Each Writing Intensive Course must have at least one (1) rubric created for grading assignments and distribute that rubric to the students before the writing assignments are due.
7. Writing Intensive Courses should have a cap of 20-25 students.
8. **For help on how to incorporate writing in your classes, please schedule a Writing Intensive Course Workshop for your department by emailing me at [sgamie@lincoln.edu](mailto:sgamie@lincoln.edu).**