

Proposal for Upper-Division Writing Course

To: The Council on Educational Policy Writing Advisory Group (WAG)

Academic unit/department	course # course	title	units
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Please respond to the questions below indicating how the course will address the Guidelines for Upper-Division Writing Courses. The syllabus should indicate how writing instruction will be integrated over the duration of the course. (For sample syllabi in several disciplines, consult the Campus Writing Coordinator's website: <http://www.writing.uci.edu/udw.html>. Please note, these syllabi may not satisfy the Guidelines for Course Syllabus Summary that Accompanies Course Action Forms.)

1. What form will written work take in the class? Guidelines require finished writing totaling 4,000 or more words. How many papers will there be and of what length?
2. How will feedback on the paper(s) be given and revision of the work be achieved?
3. In what ways will the course specifically address writing issues?
 Classroom time (approximately _____ hours per week)
 Discussion section time (approximately _____ hours per week)
 Individual or small group meetings with students (approximately ____ hours per week)
 Written feedback on students' assignments
 Examination on writing issues
 Other:
4. What writing text or reference guide will be used and in what manner?
5. What proportion of student written work will be evaluated by TAs? If TAs are used, how will they be trained to assist student writers and evaluate their work?
6. What is the anticipated ratio of students to instructors? (Guidelines recommend a ratio of 20 or fewer students to one faculty member or TA.)

Note: This form and the syllabus are to be attached along with the Request for Course Action/General Education Form.

SIGNATURES:

_____	_____	_____	_____
Instructor	extension	Form prepared by	extension

APPROVALS:

_____	_____	_____	_____
Writing Advisory Group	date	Council on Educational Policy	date