

This form applies to EXISTING courses that are being submitted for designation as W-courses according to the Guidelines for Designing and Teaching Writing-Intensive Courses (Revised October 1999; updated 2001) and Procedures for Proposing Writing-Intensive Courses (1999; updated 2001).

UNDERGRADUATE CURRICULUM FORUM
W-COURSE PROPOSAL

Signature Sheet

Please complete the appropriate sections, and include a signature sheet with each W-course proposal. Submit 9 copies of the completed proposal to the Chair of the UCF.

| |
|--|
| Department _____ |
| Course Code & Number _____ Credits _____ |
| Course Title _____ |
| _____ |

Contact Person _____ Department _____

Phone _____ E-mail address _____

Signature of Department Chairperson Date

The following section will be completed when the proposal is approved by the Writing Board and recorded by UCF

| | | | |
|-----------------------------|-------|-----------------------------|-------|
| _____ | _____ | _____ | _____ |
| Chairperson, Writing Board | Date | Chairperson, UCF | Date |
| _____ | _____ | _____ | _____ |
| Other Signature (if needed) | Date | Other Signature (if needed) | Date |

List the other departments affected by this proposal None _____

Include letter(s) of acknowledgment from the Chair(s) of Department(s) with this proposal or include the signature(s) on the signature form.

DATE OF REVISED PROPOSAL

Date of 1st revised proposal _____ date of 2nd revised proposal _____

UNDERGRADUATE CURRICULUM FORUM

This form applies to EXISTING courses that are being submitted for designation as W-courses according to the Guidelines for Designing and Teaching Writing-Intensive Courses (Revised October 1999; updated 2001) and Procedures for Proposing Writing-Intensive Courses (1999; updated 2001), including deadlines for submitting proposals.W

W-COURSE PROPOSAL

Proposal Form

Date _____ Semester you intend to teach this course_____

Directions: Please fill out this form, attach UCF W-course signature sheet and include all other information requested below. Submit 9 copies of the proposal to the Chair of the UCF.

_____ This course was previously approved as an L-course

_____ This course has not previously been an L-course

DEPARTMENT_____

COURSE CODE & NUMBER_____ CREDITS _____

COURSE TITLE_____

CATALOG DESCRIPTION_____

PREREQUISITES_____

SPECIAL CONDITIONS_____

Please be sure that your proposal includes the following, either in the syllabus or in a separate attachment:

- checkbox A copy of your course outline or syllabus
checkbox Copies of 2 or 3 possible assignments for the course
checkbox An explanation of how the writing assignments for this course fulfill the expectation that "A significant portion of the writing for the course should be critical (analytical)" (see Guidelines for Designing and Teaching L-Courses, item #1)
checkbox An explanation of how this course's "critical (analytical) writing component [will] emphasize revision" (see Guidelines for Designing and Teaching L-Courses, item #2)
checkbox An explanation of how this course will "require students to write 5000 words over the course of the semester" (see Guidelines for Designing and Teaching L-Courses, item #3)
checkbox A description of what percentage of the final grade will come from writing assignments
checkbox A description of how grades on revised papers will be weighted