

This form applies to proposals for NEW courses that are also being submitted for designation as L-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
PROPOSAL TO ACCEPT A NEW COURSE AS AN L-COURSE

Signature Sheet

Please complete the appropriate sections, and include a signature sheet with each L-course proposal. Submit 15 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 _____

Complete the following *before* submitting the proposal to UCF

Department votes:	For _____	Against _____	Abstain _____
_____	_____	_____	_____
Chairperson, Dept. Curriculum Comm.	Date	Chairperson, Department	Date

The following section will be completed as the proposal is reviewed by the UCF process

_____	_____		
Chairperson, School Curriculum Comm.	Date		
_____	_____		
Chairperson, Writing Board	Date	Chairperson, UCF	Date
_____	_____	_____	_____
Academic Vice President	Date		

List the other departments affected by this proposal _____ None _____

If any other departments are listed, please include a letter from the Chair of each affected department acknowledging awareness of this proposal.

DATE OF REVISED PROPOSAL

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

This form applies to NEW courses that are also being submitted for designation as L-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.

UNDERGRADUATE CURRICULUM FORUM

L-COURSE PROPOSAL

Proposal Form

Directions: Please fill out this form, attach UCF L-course signature sheet and include all other information requested below. Submit 15 copies of the proposal to the Chair of the UCF.

Date _____ Semester you intend to teach this 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:

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