REQUEST FOR APPROVAL TO USE W-DESIGNATION

LSC #_____
Action_____

COVER SHEET: Request for Approval to Use W-Designation

TYPE I. PROFESSOR COMMITMENT

- ☐ Professor _____Phone _____
- ☐ Writing Workshop? (If not at IUP, where? when?) _____
- ☐ Proposal for one W-course (see instructions below)
- ☐ Agree to forward syllabi for subsequently offered W-courses?

TYPE II. DEPARTMENT COURSE

- ☐ Department Contact Person _____Phone _____
- ☐ Course Number/Title _____
- ☐ Statement concerning departmental responsibility
- ☐ Proposal for this W-course (see instructions below)

TYPE III. SPECIFIC COURSE AND SPECIFIC PROFESSOR(S)

Professor(s) _____Phone _____

Course Number/Title _____

Proposal for this W-course (see instructions below)

SIGNATURES:

Professor(s) _____

Department Chairperson _____

College Dean _____

Director of Liberal Studies _____

COMPONENTS OF A PROPOSAL FOR A WRITING-INTENSIVE COURSE:

I. "Writing Summary"--one or two pages explaining how writing is used in the course. First, explain any distinctive characteristics of the content or students which would help the Liberal Studies Committee understand your summary. Second, list and explain the types of writing activities; be especially careful to explain (1) what each writing activity is intended to accomplish as well as the (2) amount of writing, (3) frequency and number of assignments, and (4) whether there are opportunities for revision. If the activity is to be graded, indicate (5) evaluation standards and (6) percentage contribution to the student's final grade.

II. Copy of the course syllabus.

III. Two or three samples of assignment sheets, instructions, or criteria concerning writing that are given to students. Limit: 4 pages. (Single copies of longer items, if essential to the proposal, may be submitted to be passed among LSC members and returned to you.)

Please number all pages. Provide one copy to Liberal Studies Committee.

Before you submit: Have you double-checked your proposal against "The Liberal Studies Committee's Most Frequently Asked Questions"?