✍ GUIDELINES FOR TEACHING WRITING INTENSIVE COURSES ✍

A writing intensive course uses writing as an important tool in the discipline studied and <u>is not designed primarily to teach the technical aspects of writing</u>. Emphasis is on using writing as a means of sharpening thinking and understanding the subject. All faculty have the ability to help students improve their writing; furthermore, student writing requires thought and enhances retention. Providing students with plenty of opportunity to practice this skill is the main goal in a writing intensive course. Faculty should also realize that at any stage of a weekly or sustained writing project, they may send students who exhibit difficulty in clear expression to the Writing Center at Southworth Library for extra help.

<u>Specific Guidelines</u>

1. Weekly writing assignments, evaluated/commented on by the instructor (graded, ungraded), such as:
   a. Journals
   b. Questions/response/discussion
   c. Summaries
   d. Essay exams/quizzes
   e. Letter/resume writing

   with the following objectives to be met:

   a. meets assignment requirements specified by instructor (including, but not limited to, sources and vocabulary appropriate to the subject matter).
   b. clarity of expression (usage of <u>basic</u> grammatical correctness as opposed to strict grammatical correctness)
      i. a clear main point is expressed;
      ii. work as a whole is organized and cohesive (individual paragraphs and sentences contribute to the support of the main point);

2. Sustained/cohesive writing project, evaluated/commented on and graded by the instructor (including substantial work with revisions, <u>or</u> several shorter writing assignments with revisions). Examples include:
   a. Research Project/Paper
   b. Analytical Paper
   c. Case Study
   d. Technical Report
   e. Creative Project
   f. Comparison/Contrast
   g. Extended definitions
   h. Exploration of topic
   i. Explanation of process or idea
   j. Collaborative Learning Projects

   with the following objectives to be met:

   a. meets assignment requirements specified by instructor (including, but not limited to, sources and vocabulary appropriate to the subject matter)
   b. if outside resources are used, students will demonstrate appropriate use of conventional citations and references for the discipline
   c. the inclusion of at least one previous draft
   d. a final draft that shows substantial revision work
   e. clarity of expression with effective use of grammar

3. Students will be required to demonstrate ability to generate a word processed/computer generated document by using basic keyboarding and computer skills to enter, manipulate, and transmit text.