**Writing-Intensive Course (WIC) Information Form**

**Please consult the WIC Guidelines as you respond to each item on this form.**

**Effective Term:**

**Course Subject and Number:** **Credit Hours:**

**Course Title:**

**New Proposal**

**Revised Proposal** (If revised, attach copy of previous WIC Information Form.)

Complete a Course Catalog Update workflow. Separately, attach master syllabus for the course to this form before submitting. The *course objectives* section of the syllabus must include the *goals of the writing component*, and *grade percentages* on written assignments must be clearly stated on the syllabus.

1. Describe the*writing assignments* for this course, including the *nature* and *extent* of each assignment. (Guidelines: Items 2, 3, 5)
2. Explain how the writing assignments are *representative of writing in this discipline* andhow writing assignments are *integrated into the course content.* (Guidelines: Item 2)
3. In what ways does the course *provide instruction* on the elements of writing in the discipline (identified above in item two)? (Guidelines: Item 2)
4. Which writing assignment(s) provide an opportunity for *revision prior to grading*?   
   (Guidelines: Item 4)
5. Describe the instructional methods that will be used to provide *guided revision* on the draft document(s) *prior to* *assigning a grade*. (Guidelines: Item 4)
6. What *elements of writing* are included in the *assessment* of the student’s writing performance? (Guidelines: Item 5)
7. What *percentage of the final course grade* is based on *each* *individual* *writing assignment* and what is the *total percentage of the final course grade* that is based on writing? If the final grade percentage is below 50 percent, what efforts have been made to meet this standard? Why should an exception be approved for this course? (Guidelines: Item 5)
8. What is the expected class size? If expected class size will be above 25, what efforts have been made to meet this standard? In what ways will the writing-intensive nature of the course be maintained with the larger class size? (Guidelines: Item 4)
9. In what ways will your unit communicate expectations described in this proposal to faculty who will be teaching this course? In what ways will your unit maintain standards across multiple sections and over time as instructors change?

**URCC Use Only**

*Date Received by URCC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by EPC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Approved by URCC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Removed as WIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*