

UHWO WRITING INTENSIVE COURSE APPROVAL FORM

- (1) Instructors teaching a WI for the first time must review UHWO requirements for WI classes. Please see attached information.
- (2) Instructors must submit this form to the Chair of the Writing Committee no later than **February 1st** for summer session, **February 15th** for fall term, and **October 1st** for spring term. *Please attach a syllabus. Once the form and syllabus are approved, instructors may teach the course as a WI for three years, at which time WI status must be applied for again. All subsequent approvals stand for five years.*

PLEASE NOTE: If the application form and/or syllabus do not meet WI requirements, the instructor will be notified by the Writing Committee and the instructor shall not teach the course as WI until the form/syllabus meet UHWO WI criteria.

1. Class (ALPHA and name):

2. Your name and Division:

3. Date of submission:

4. The ways in which the course provides interaction between teacher and students while students do assigned writing (UHWO WI Requirements #2). CHECK ALL THAT APPLY.

- instructor's comments on papers
- class discussion of sample student papers
- individual conferences with students about their papers

5. The ways in which the course provides interaction among students about writing assignments (UHWO WI #3). CHECK ALL THAT APPLY.

- peer group discussions of sections and/or drafts of papers
- visits to the No'eau Center for Writing, Math and Academic Success for consultation with tutors
- oral presentations of papers to classes

6. The ways in which the course provides instruction on referencing sources of information (UHWO WI #4). CHECK ALL THAT APPLY.

- in-class instruction
- visits to the No'eau Center for Writing, Math and Academic Success
- accessing the [No'eau Center for Writing, Math and Academic Success](#) web site

7. What % will written work contribute to the students' course grade? A minimum of 40% is required (UHWO WI #5). _____%

8. Attach the syllabus and list the writing assignments of the course (with approximate page length) and identify which assignments will be written in sections and/or drafts (UHWO WI #6&7). A minimum of **16 pages is required**, of which at least 5-6 must be in formal writing appropriate to the discipline.