

Instructions:

- Download this form before completing it. **Do not** fill out the form in your web browser.
- If using Adobe Acrobat Reader: Complete form and click 'submit' to automatically generate a return email.
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## Foundation Writing (FW) Course Form

A Foundation Writing course introduces Freshmen to foundational writing skills and knowledge such as purpose and audience, thesis development, effective organization, claim/evidence structure, revision, and effective use of evidence. FW courses provide students with opportunities to revise their writing based on feedback, learn and practice important writing skills during class, and develop vocabulary for describing writing skills and processes. All students entering Fall 2018 and after must complete an FW course no later than the first semester of their sophomore year.

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Instructor name: \_\_\_\_\_

Course # and title: \_\_\_\_\_

Does this form apply to all sections of the course?                      Yes              No

### Course Basics

1. Does this course meet the following requirements? (Check all that apply)

Enrollment capped at 20 students

Introductory course aimed at Freshmen (i.e., 100s or select 200s)

Writing and writing instruction in English

2. Will the syllabus include language from the Bulletin to mark the course as belonging to the writing curriculum?

*Sample syllabus language: This course fulfills the Foundation Writing (FW) requirement for graduation. FW courses introduce you to important writing skills such as considering your purpose and audience for each writing task, developing thesis statements that guide your reader and communicate your purposes, creating purposeful organization, building effective claim/evidence structure, and using evidence—including other writers' texts—effectively. This course also includes opportunities for you to engage in meaningful revision with feedback from the me and your peers. By practicing these writing skills and processes, this FW course prepares you to approach new writing situations, including Advanced Writing (AW) courses.*

Yes              No

3. Will the instructor discuss with students the writing goals of the course, as appropriate?

Yes              No

4. Will the instructor use consistent vocabulary, as appropriate, about key writing skills and learning outcomes so as to help students build writing knowledge that can facilitate their transfer of skills among their writing courses?

*Note: The Writing Skills Committee will work with faculty to generate and distribute resources for shared vocabulary, as appropriate, across FW courses.*

Yes              No

**Amount and kind of writing:** Foundation Writing courses must assign 20 **total** pages of *graded* writing. Of these pages, at least 5 pages (1,500 words) must take the form of one or more thesis-driven analytical essays and must be individually authored. The remaining 15 pages (4,500 words) may take the form of other genres (e.g., ethnography, film analysis, lab report) so long as these assignments address the learning outcomes.

5. Does the course require a minimum of 20 pages of graded writing?                      Yes              No

6. Does this writing include a minimum of 5 pages of thesis-driven analytical essay or essays (a "college essay")?                      Yes              No

7. Will 20% or more of the value for each writing assignment be based on the quality of the writing as appropriate to the task?

*Note: The Writing Center will provide resources, including advisory rubrics and a list of standard grading criteria.*

Yes              No

8. What types of writing do you envision assigning in this course in addition to the thesis-driven analytical essay? (Check all that apply)

Paragraph-focused assignment(s)

Narrative essay

Process essay

Compare/contrast essay

Reflection writing

Analytical writing

Other (please specify):

Lab report

Literature review

Writing for oral presentation

Proposal

Memo writing

### Writing Instruction

9. In what ways will classroom instruction include meaningful process(es) of revision? (Check all that apply)

Scaffolded or progressive process by which students work on stages of an assignment (e.g., thesis statement, outline, draft) with feedback from: **instructor** and/or **peers**

Students intentionally transferring knowledge and skills across assignments (e.g., iterative assignments) with feedback from: **instructor** and/or **peers**

Students rewriting draft(s) of a paper based on feedback from: **instructor** and/or **peers**

Other (please specify):

10. Does writing instruction comprise a minimum of 20% of class time? (This may be distributed across the semester as instructor sees fit.)

Yes      No

11. What forms does this in-class writing instruction take? (Check all that apply)

Activities focused on specific writing tasks (e.g., drafting thesis statements, writing introductions, incorporating outside sources)

Guided instruction and/or workshop on in-process drafts

Guided peer response activity

Direct instruction on specific writing skills or concepts (e.g., using sources)

Genre analysis or other reading-based writing instruction

Grammar lessons

Other or additional (please specify):

12. Student learning outcomes for writing include:

Purpose and audience

Organization

Claim/evidence structure

Thesis writing

Drafting/revision process

Appropriate use of sources

13. Additional student learning outcomes to be included (check all that apply):

- Paragraph focus
- Grammar
- Punctuation
- Spelling
- Other or additional outcomes:

14. Would you be willing to contribute additional details about your course at the end of the semester to help the Writing Skills Committee collect data about the writing curriculum as well as create resources for faculty teaching FW courses?

Yes      No

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**\*\* For Writing Committee and Curriculum Committee Use \*\***

Writing Committee recommendation:

- Recommend
- Recommend with reservations
- Do not recommend with information provided

Curriculum Committee approval:

- Approve
- Approved with modifications specified below
- Not approved

Recommended modifications for approval