**Committee on Writing (COW)**

**New Writing-Intensive Courses**

If you will be teaching an undergraduate course that you would like to have considered for writing-intensive designation, please email the completed application and the course syllabus to Kelly Minerva, [kaminerv@utica.edu](mailto:kaminerv@utica.edu).

If you have any questions or would like help with the process of applying for the WI designation, please contact any member of the committee: Kelly Minerva ([kaminerv@utica.edu](mailto:kaminerv@utica.edu)), Meredith Madden ([mamadden@utica.edu](mailto:mamadden@utica.edu)), Margaret Morgan-Davie ([mmorgan@utica.edu](mailto:mmorgan@utica.edu)), or Brandee Rockefeller ([bldecker@utica.edu](mailto:bldecker@utica.edu)).

Deadline: Applications for Writing Intensive designation are due by the first day of the semester prior to the semester in which the course will be offered as Writing Intensive.

**Application for Writing Intensive (WI) Designation**

| Instructor’s Name: |  | Course # & Title: |  |
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**Please answer the following questions in the blank box beneath each question. (The boxes should expand as you type in them.)**

1. **Informal Writing Elements:**

| What informal writing (journals, reading logs, in-class responses, dialogic notebooks, directed free-writes, etc.) does the course include? |
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| Evaluation: How is this writing graded, what percentage of the final grade does it constitute, who reads it, etc.? | How does this informal writing help students connect intellectually with the course content? |
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1. **Formal Writing Elements**

| What formal writing assignments does the course include? |
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| How is this formal writing evaluated: how is it graded, what percentage of the final grade does it constitute, etc.? | What opportunities for revision and feedback are students given as this writing moves from draft to finished product? |
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**Please attach a syllabus that identifies the course for students as “writing-intensive”: note how the course includes writing intensive elements and how these elements will help students improve their writing and their understanding of the course content through writing. If a grading rubric is used, a copy of this should be included with the application.**