**Writing-in-the-Major Proposal**

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| **Date:** |  |
| **Department:** |  |
| **Major:** |  |
| **Date Program Will Take Effect:** |  |

***Instructions:*** *Please copy the following questions and respond to them fully enough so that the committee can understand how you will structure your program. Attach any materials provided to faculty or students that are relevant to the program. Consult with the CATL Writing Programs Coordinator.*

1. **FORMAL WRITING GENRES**

What are the forms or genres of formal writing students will be expected to learn in the major?

1. **DEFINITION OF FORMAL WRITING COMPETENCE**

What is the program’s definition of formal writing competence? Include an explanation of the learning outcomes and standards for formal writing in the major.

1. **DEVELOPMENT OF FORMAL WRITING COMPETENCE**

Describe how the program is structured to promote the development of formal writing competence. Include an explanation of the sequence or set of courses in which formal writing will be developed, and discuss how students will be taught effective, efficient writing processes. For example, what are the ways that instructors and students will use feedback, revision, models of good writing, and clear goals and standards for formal writing?

1. **SHARED EVALUATION CRITERIA**

Describe the shared criteria faculty will use to evaluate student writing in the major. Please attach a copy of the version that students will receive.

1. **WRITING-TO-LEARN**

Describe how writing-to-learn assignments, activities, and strategies will be used to improve student learning and understanding of subject matter and intellectual skills in the major. Attach some examples of writing-to-learn assignments and activities.

1. **ASSESSMENT AND PLAN**

Describe how you will assess the writing-in-the-major program goals and outcomes. What is the process faculty will use to analyze and improve the quality of the program?

1. **TRANSITION PLAN**

As the new writing-in-the-major program takes effect, how will the department ensure that students already in the major can meet the current writing emphasis requirement?