**WRITING EMPHASIS INSTRUCTOR APPROVAL FORM**

**Instructions:** *Please select a course that you intend to teach as a writing emphasis course and answer the questions below in relation to that course. Completed approval forms are typically 3-4 single-spaced pages plus sample course materials.* Send your completed approval form as a Microsoft Word compatible e-mail attachment to Bryan Kopp at [kopp.brya@uwlax.edu](mailto:kopp.brya@uwlax.edu).

**Name:**

**Department:**

**Phone:**

**Email:**

**Workshop/Consultation\* Date:**

**I. PLAN TO INTEGRATE INFORMAL WRITING/WRITING-TO-LEARN**

* Describe the types of writing-to-learn assignments that will constitute the equivalent of at least 40 pages of informal writing.
* Explain how the writing-to-learn will enhance students’ learning and thinking in the course.
* Indicate the frequency of the writing-to-learn tasks.
* Describe how you will manage the writing-to-learn throughout the course (e.g., to what extent you will read & give feedback, whether students will read one another’s work, etc.)
* Describe the guidelines and criteria for evaluating students’ writing-to-learn.

**II. PLAN TO INTEGRATE FORMAL WRITING**

* Describe the formal writing assignment(s) that will constitute 10 or more pages of formal writing.
* Indicate the audiences that students will address and the stylistic conventions they will follow in the formal writing.
* Describe the models and examples of formal writing that you will provide students.
* Describe the types of feedback students will receive.
* Describe the guidelines and criteria for evaluating students’ writing that you will provide them.

**III. SAMPLE COURSE MATERIALS**

Please attach relevant course documents, including but not limited to

* Portions of your syllabus or handouts related to the writing component of the course
* Handouts or guidelines for a formal writing assignment you will use in the course

**\***An instructor who intends to teach one or more writing emphasis courses must participate in a faculty workshop or consultation offered on campus; however, instructors who have comparable background or experience may be exempted from the faculty seminar requirement.