# Intermediate COLLEGE Writing Course Review Form AY23-24

Please upload this completed form (including approval signatures) to CourseLeaf along with any additional documents as needed to fully complete each section of the form. Use the “[Miscellaneous Request Management](https://umt-next.courseleaf.com/miscadmin/)” page in CourseLeaf; click the green button “Propose New Miscellaneous” to open a new window; in the drop-down menu, select “Renew General Education Designation.” Scroll down in this window to find the “Upload General Education Form” button where you will upload this document. This process is the same for courses in provisional status that need assessment data submitted to complete their rolling review. It is recommended that you save this form in your files – the entire form will need to be resubmitted along with the assessment data. See [Writing Course Resources.](http://www.umt.edu/writing-course-resources/default.php)

## I. Course Information

Department: Course Number:   
Course Title:

Type of Request: New One-time Only Renew Change Remove   
Rationale:

## II. Endorsement / Approvals

\* Instructor: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Phone / Email:   
Program Chair: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_  
Dean: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_  
\*Form must be completed by the instructor who will be teaching the course. If there are multiple sections or instructors, the form must be completed by the lead instructor or the department chair. It would be helpful for first-time faculty assigned to teach writing courses to be informed of the requirements..

## III. Overview of the course purpose / description

Provide an introduction to the subject matter and course content:

## IV. Learning Outcomes and ASSESSMENT (see [FAQs](http://www.umt.edu/facultysenate/committees/writing_committee/FAQs.php))

Provide examples of how the course will support students in achieving each learning outcome.

|  |  |  |
| --- | --- | --- |
| learning outcome | Briefly Describe the content taught for each learning outcome . | describe how each learning outcome is measured.  Describe how you will determine that students have met the learning outcomes. This should include specific examples of assignments, or rubrics that directly measure learning outcomes. Please attach or provide a web link to relevant assessment materials. Remember the [rubric](http://www.umt.edu/facultysenate/committees/writing_committee/UPWA_HolisticRubric2-14_bullet.docx) may be used or modified to suit your course.) |
| Use writing to learn and synthesize new concepts. |  |  |
| Formulate and express written opinions and ideas that are developed, logical, and organized. |  |  |
| Compose written documents that are appropriate for a given audience, purpose and context. |  |  |
| Revise written work based on constructive comments from the instructor. |  |  |
| Find, evaluate, and use information effectively and ethically. ([information literacy outcomes appropriate for each class level](https://www.lib.umt.edu/services/info-lit/curriculum.php)) |  |  |
| Begin to use discipline-specific writing conventions. |  |  |
| Demonstrate appropriate English language usage. |  |  |

## V. Writing Course Requirements (see [FAQs](http://www.umt.edu/facultysenate/committees/writing_committee/FAQs.php))

* Enrollment is capped at 25 students.  Yes  No   
  If no, list maximum course enrollment.   
  Explain how outcomes will be adequately met for this number of students.   
    
    
    
    
    
  Justify the request for variance.

## VI. Writing Assignments

Please describe course assignments. Students should be required to individually compose at least 16 total pages of writing for assessment. At least ten (10) of these 16 pages should be new, previously unsubmitted content rather than revised work. Clear expression, quality, and accuracy of content are an integral part of the grade on any writing assignment. At least 50% of the course grade should be based on students’ performance on writing assignments.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment Description | Original pages | Graded/not graded | Revision pages | Optional / required | Graded / Not Graded |
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* **Upload** a sample writing assignment. Include instructions / handouts provided to students.

## VII. UPWA Participation

I will participate in the University-wide Program-level Writing Assessment by requiring students in this course to upload a sample paper to the UPWA database system. Please clearly communicate the requirement to your students and include language on your syllabus (sample below). See [UPWA](https://www.umt.edu/writing-course-resources/upwa/) for more information.

* This course requires an electronic submission of an assignment stripped of your personal information to be used for educational research and assessment of the writing program.  Your paper will be stored in a database.  A random selection of student papers will be assessed by a group of faculty using a rubric developed from the following writing learning outcomes.
* Compose written documents that are appropriate for a given audience or purpose
* Formulate and express opinions and ideas in writing
* Use writing to learn and synthesize new concepts
* Revise written work based on constructive feedback
* Find, evaluate, and use information effectively
* Begin to use discipline-specific writing conventions (largely style conventions like APA or MLA)
* Demonstrate appropriate English language usage

The rubric score points are: (4) advanced, (3) proficient, (2) nearing proficiency, and (1) novices. This assessment in no way affects either your grade or your progression at the university.

## VIII. WRITING ASSESSMENT REPORT (ITEMS A-C)

If this information is not yet available, items B-C must be submitted after the course is next taught (re-submit the entire form with these sections completed) by the curriculum deadline. If you have further documentation you wish to submit regarding your assessment data, use the “Supporting Documents” button to upload to CourseLeaf.

### A. ACHievement Targets

Describe the desirable level of performance for your students, and the percentage of students you expect to achieve this:

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| --- | --- | --- |
| learning outcome | B. Assessment findings What were the findings, and what are your interpretation / observations of the results? (Please reflect on the students’ learning of the writing learning outcomes. Was there an assignment that was particularly challenging for students or that was associated with a high-level of learning? How might you change the assignment to better support student learning? Indicate where students’ performance was stronger and where it was weaker. Feel free to attach charts/tables if desired.) | C. Assessment Action Plans / use of Data Given your students’ performance the last time the course was offered, how will you modify the course to enhance learning? You can also address how the course could be improved, and what changes in the course content or pedagogy you plan to make, based upon the findings. Please include a timeframe for the changes. |
| Use writing to learn and synthesize new concepts. |  |  |
| Formulate and express written opinions and ideas that are developed, logical, and organized. |  |  |
| Compose written documents that are appropriate for a given audience, purpose and context. |  |  |
| Revise written work based on constructive comments from the instructor. |  |  |
| Find, evaluate, and use information effectively and ethically. ([information literacy outcomes appropriate for each class level](https://www.lib.umt.edu/services/info-lit/curriculum.php)) |  |  |
| Begin to use discipline-specific writing conventions. |  |  |
| Demonstrate appropriate English language usage. |  |  |

## IX. Syllabus

**Upload** the syllabus to CourseLeaf by using the “Attach Syllabus” button.   
**The syllabus must include the following list of Intermediate Writing Course learning outcomes**:

* Use writing to learn and synthesize new concepts
* Formulate and express opinions and ideas in writing
* Compose written documents that are appropriate for a given audience or purpose
* Revise written work based on constructive feedback
* Find, evaluate, and use information effectively
* Begin to use discipline-specific writing conventions
* Demonstrate appropriate English language usage

## Submission

Upload this completed form (including approval signatures) to CourseLeaf following the instructions at the top of this document. Be sure to also complete all required fields inside CourseLeaf (outlined in red), and then click the “Start Workflow” button at the bottom to submit your proposal.