# advanced COLLEGE Writing Review Form(formerly upper-divisionAPproved Writing) 4-20

Please attach/ submit additional documents as needed to fully complete each section of the form. 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 is teaching the course. If the instructor of the course changes before the next review, the new instructor must be provided with a copy of the form prior to teaching the course.

## III. Overview of the course purpose / description

Provide an introduction to the subject matter and course content:

## IV. Learning Outcomes

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

* Identify and pursue sophisticated questions for academic inquiry.
[ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

* Find, evaluate, analyze, and synthesize information effectively and ethically from diverse sources. (see [Mansfield Library Information Literacy Guide](http://www.lib.umt.edu/library-information-literacy-curriculum/))
* [ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

* Manage multiple perspectives as appropriate.
[ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

* Recognize the purposes and needs of discipline-specific audiences and adopt the academic voice necessary for the chosen discipline.
[ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

* Use multiple drafts, revision, and editing in conducting inquiry and preparing written work.
[ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

* Follow the conventions of citation, documentation, and formal presentation appropriate to that discipline.
[ ]  Yes If yes, how will student learning be supported?

[ ]  No If no, course may not be eligible.

## 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.
* Briefly explain how students are provided with tools and strategies for effective writing and editing in the major.
* Which written assignment(s) includes revision in response to instructor’s feedback?

## VI. Writing Assignments

Please describe course assignments. Students should be required to individually compose at least 20 pages of writing for assessment. At least thirteen of these 20 pages should be new, previously unsubmitted content rather than revised work. Quality of content and writing are integral parts of the grade on any writing assignment. At least 50% of the course grade should be based on students’ performance on writing assignments.

* Formal Graded Assignments
* Informal Ungraded Assignments
* **Attach** a sample writing assignment. Include instructions / handouts provided to students.

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

If this information is not yet available, Items VIII. B- D must be completed within one year of this course review (re-submit the entire form with these sections completed).

### A. Assessment PlaN

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.

### A. Achievement Targets

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

### 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. Identify any recurring themes in feedback you provided to students. Provide a qualitative discussion of themes provided in student feedback. 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.)

## VIII. Syllabus

**Attach** syllabus and send digital copy with form to faculty.senate@mso.umt.edu. The syllabus **must** include the list of Writing Course learning outcomes:

* Identify and pursue more sophisticated questions for academic inquiry
* Find, evaluate, analyze, and synthesize information effectively from diverse sources
* Manage multiple perspectives as appropriate
* Recognize the purposes and needs of discipline-specific audiences and adopt the academic voice necessary for the chosen discipline
* Use multiple drafts, revision, and editing in conducting inquiry and preparing written work
* Follow the conventions of citation, documentation, and formal presentation appropriate to that discipline
* Develop competence in information technology and digital literacy

## Submission

After all signatures have been obtained, submit original, and an electronic file to the Faculty Senate Office, UH 221. An electronic copy of the original signed form is acceptable.