# advanced COLLEGE Writing 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 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

|  |  |  |
| --- | --- | --- |
| 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.  |
| Identify and pursue sophisticated questions for academic inquiry. |  |  |
| Find, evaluate, analyze, and synthesize information effectively and ethically from diverse sources. (see [Mansfield Library Information Literacy Guide](https://www.lib.umt.edu/services/info-lit/curriculum.php))  |  |  |
| 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.  |  |  |

## 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment Description | Original pages | Graded/not graded | Revisionpages | Optional / required | Graded / Not Graded  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

* **Upload** a sample writing assignment. Include instructions / handouts provided to students.

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

If this information is not yet available, items B-C must be completed within one year of this course review (re-submit the entire form with these sections completed). 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 expected to achieve this:

|  |  |  |
| --- | --- | --- |
| learning outcome | B. Assessment findingsWhat 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 DataGiven 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. |
| Identify and pursue sophisticated questions for academic inquiry. |  |  |
| Find, evaluate, analyze, and synthesize information effectively and ethically from diverse sources. (see [Mansfield Library Information Literacy Guide](https://www.lib.umt.edu/services/info-lit/curriculum.php))  |  |  |
| 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.  |  |  |

## VIII. Syllabus

**Upload** the syllabus to CourseLeaf by using the “Attach Syllabus” button.

**The syllabus must include the following list of Advanced 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

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.