

COLLEGE OF ARTS AND SCIENCES
Proposal to Satisfy Intensive Writing by Special Arrangement

- Student must be currently enrolled in the course being proposed
- Deadline: For regular semester-length courses: end of the 2nd week of the semester; Any eight-week session and all summer sessions: end of the 1st week of that particular session

Student Name: _____ 10-digit ID Number: _____

Department: _____ Course: _____ Class #: _____ Semester: _____

Local Phone Number: _____ E-mail Address: _____

Student Signature: _____ Date: _____

1. Writing projects assigned for all students in the course (number of papers and approximate lengths):

 2. Additional writing assignments for the above student to bring the amount of writing into conformity with the College requirements for Intensive Writing:

 3. If the writing consists primarily of one long paper, will the paper be written in parts and reviewed by the instructor before being submitted in final form?

 4. Which of the projects will be subject to revision after receiving commentary from the instructor?
-
-

Course Instructor's Signature _____ Course Instructor (Please Print) _____ Date _____

NOTE: The proposal must be endorsed by the Director of Undergraduate Studies of the student's major department:

Director of Undergraduate Studies' Signature _____ Director of Undergraduate Studies (Please Print Name) _____ Date _____

The College of Arts and Sciences requirements for Intensive Writing are on the reverse side of this form. Some departments have imposed additional requirements increasing the amount or specifying the type of writing.

You will normally be contacted via e-mail with a decision regarding your request for Intensive Writing by Special Arrangement within 10 working days of our receiving all required materials.

**Please return this form to the
College of Arts and Sciences Undergraduate Academic Affairs Office, Kirkwood Hall 012
130 Woodlawn Ave., Bloomington, IN 47405 USA**

Approved: _____ Denied: _____

Dean's Signature: _____ Date: _____

Intensive Writing

The purpose of the Intensive Writing (IW) requirement is to provide students with practice in writing, preferably in their major field, under the criticism of an instructor well-acquainted with the standards of good writing in that discipline. Departments are allowed considerable latitude in defining what sorts of writing experiences are most appropriate for their majors; consequently the sorts of IW courses offered by different departments will vary. All courses taught as IW courses, and all arrangements for completing IW through special arrangement, must conform to a few general criteria.

Intensive Writing must be taught at the 200-level or above by a qualified instructor. In most cases the instructor will be a regular member of the faculty; under unusual circumstances the instructor may be a visitor or an advanced graduate student working under the close supervision of a regular faculty member. Regular faculty members are encouraged to use the resources of the Campus Writing Program, and all visitors and graduate students will be expected to attend an orientation and training session conducted by that program.

Classes designated for automatic Intensive Writing credit must be limited to no more than 25 students. In other classes, a small number of seats may be set aside for students who will fulfill an IW component in conjunction with the regularly assigned work in the course. That is, with the prior approval of the College, faculty may allow up to 25 students in a larger class to fulfill their IW requirement by completing additional assignments that will bring the general written requirements of the course up to the standards for IW classes. Alternatively, with departmental and College approval, students may meet the requirement in conjunction with individualized readings courses, supervised research, internships, or honors theses, as long as the total amount of writing, the structure of the writing assignments, and the criticism provided by the faculty member all meet the guidelines for IW.

Students must satisfy the English composition requirement before enrolling in an IW course.

To qualify for IW credit, students must write at least 5,000 words, (roughly 20 typed pages), not counting revisions (and excluding essay examinations and informal writing, e.g. journals or brief response statements). Students should receive periodic evaluations of their writing, and they should be required to redraft one or more papers in light of the instructor's criticism. Ordinarily students will write a series of papers over the course of a semester, not one long term paper. A single long paper (such as, for example, an honors thesis) can be acceptable, provided it is drafted in sections that are reviewed during the semester, and if the entire paper is revised at least once before the course ends.

The instructor is expected to provide criticism (in the form of marginal notes on papers, or through private conferences) on aspects of the actual writing presentation, organization, style etc., as well as on the substance of the papers.

Please remember the following stipulations:

- Only College of Arts and Sciences students may request this review, as Intensive Writing is a College requirement. Thus, students must wait until they have certified, changed schools or transferred to the College before submitting this request.
- Only courses belonging to disciplines inside the College of Arts and Sciences can be considered for Intensive Writing credit. Thus, no courses from another school (e.g. BUS, EDUC, HPER, SPEA, JOUR, etc.) can be considered.
- For regular semester length courses, department and College level approvals must be completed by the end of the 2nd week of the semester.
- For any eight-week session, department and College approvals must be completed by the end of the 1st week of that particular eight-week session.
- For all summer-session courses, department and College level approvals must be completed by the end of the 1st week of that particular session.