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

- Student <u>must</u> be officially enrolled in the course being proposed
- **Deadline:** Proposal to Satisfy Intensive Writing by Special Arrangement forms must be submitted **prior** to the first day of the semester/session in which the proposed IW course will be taken
- After the student has completed the top of the form, the instructor should complete the second section and return the form to the student. It is the student's responsibility to submit the form to the College of Arts and Sciences.
- In order to earn a passing grade in the course, the student must complete all writing assignments described below

Student Name:	Student Name: IUID Number:				
				Semester:	
Local Phone Number:		E-m	ail Address:		
Student Signature:	Student Signature: Date:				
To be completed by the <b>C</b>					
1. Writing projects assigne	d for all students	s in the course (numb	er of papers and approxi	mate lengths):	
2. Additional writing assig requirements for Intensive			the amount of writing in	nto conformity with the College	
3. If the writing consists pr before being submitted in		ong paper, will the pa	per be written in parts a	nd reviewed by the instructor	
4. Which of the projects w	ill be subject to r	revision after receivir	ng commentary from the	instructor?	
Course Instructor's Signature			r (Please Print)	Date	
You will normally be c	contacted via e-n Arrangement w	nail with a decision vithin 5 working day Please return	regarding your Propos s of our receiving all re this form to the ndergraduate Academic	-	
Approved:	Denied:				
Authorized Signature:			Date:	Revised August 20	

## **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 guidance 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 vary. All IW courses and Special Arrangements must conform to a few general criteria.

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

Intensive Writing must be taught at the 200-level or above by a qualified College of Arts and Sciences instructor. In most cases the instructor will be a regular member of the College of Arts and Sciences 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 through the Center for Innovative Teaching and Learning (CITL). All visiting faculty and graduate students will be required to attend an orientation and training session conducted by that program.

Students must receive College approval for Intensive Writing by Special Arrangement. 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 writing instruction and guidance provided by the faculty member meet the guidelines for IW.

In order for a course to qualify for IW credit, the student must:

- write at least 5,000 words (roughly 20 typed pages), not counting revisions (and excluding essay examinations and informal writing [e.g. journals, response statements, reflection papers, blogs, forum postings, etc.]). Course assignments must demonstrate analytical and argumentative writing; assignments that constitute "business writing" are not considered for IW credit. Additionally, IW credit is not awarded for Creative Writing courses.
- receive periodic evaluations of his/her writing
- redraft one or more papers in light of the instructor's commentary

Ordinarily students will write a series of papers over the course of a semester, not one long term paper. A single long paper (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 guidance (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 writing.

Once the Proposal to Satisfy Intensive Writing by Special Arrangement has been approved, the student must complete all the agreed upon writing assignments or risk a failing grade. Only formal withdrawal from the entire course will void this agreement; students and instructors cannot opt out of a Special Arrangement for IW.

## Please note the following conditions:

- The course must be conducted in English, and all assignments must be written in English.
- <u>Only College of Arts and Sciences students may request this review</u>, as Intensive Writing is a College of Arts and Sciences requirement.
- 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 (BUS, EDUC, SPH, SPEA, etc.) can be considered to fulfill the IW requirement.
- The course must carry at least three credit hours and be scheduled for a duration of at least six weeks.