

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

- Student must 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: _____ IUID Number: _____

Department: _____ Course: _____ Class #: _____ # of Credits: _____ Semester: _____

Local Phone Number: _____ E-mail Address: _____

Student Signature: _____ Date: _____

To be completed by the College of Arts and Sciences course instructor:

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 (see page 2):

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

College of Arts and Sciences requirements for Intensive Writing are listed on page 2 of this form.

You will normally be contacted via e-mail with a decision regarding your Proposal to Satisfy Intensive Writing by Special Arrangement within 5 working days of our receiving all required materials.

**Please return this form to the
College of Arts and Sciences Undergraduate Academic Affairs Office
coasaado@indiana.edu, 812-855-1647**

Approved: _____ Denied: _____

Authorized 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 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.**
- **Only College of Arts and Sciences students may request this review, 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.**