August 20, 2010

Dear Calendar Conversion Process Committee,

The course conversion process is now well underway and you may have questions about how Writing Intensive courses will need to be identified within your re-designed semester curriculum.

You will notice that on the course proposal form there is a section asking whether a course will also be proposed for a Writing Intensive (WI) designation. At this point in time in the conversion process, your program need only identify the course or courses that will be proposed for a WI designation. You do not need to have these courses approved for WI designation now. The plan is that by the end of the next academic year, your program will need to have fully designed a WI course. The Institute Writing Committee will provide support and resources to programs over the next two years in this process. WI courses will need to be approved by the end of the 2013-2014 academic year.

The Institute Writing Committee’s full proposal for a Writing Across the Curriculum program at RIT is available on the website: www.iwc.rit.edu. The charge for the new Standing Committee of the Academic Senate can also be found there.

A summary of the WAC requirement, a description of the WI course criteria (and an attached checklist), and details for the WI approval process are included here.

GRADUATION REQUIREMENT  
(effective for students entering RIT as first-year students in 2014-2015) 
RIT students must complete at least three designated WI courses: one in the first year, one in General Education, and one in the program.

DESCRIPTION OF WI COURSES 
WI outcomes identified above. WI courses should match the following description:

- The ability to communicate effectively in writing is identified as an outcome of the course.
- A significant amount of writing is required. Over the course of the semester, students should be expected to write graded and non-graded, formal and informal documents.
- There will be classroom discussion of particular writing conventions—vocabulary, evidence, citation—specific to the discipline or profession.
- Students will receive response to their writing and have opportunities to use that response to improve their writing.
- Writing counts toward the course grade.
APPROVAL OF WI DESIGNATION

In the case of existing academic programs, requests for new or newly designed program courses to be designated as WI will be submitted to the department and college curriculum committee, using normal course review procedures. The college curriculum committee will refer each course proposed for WI designation to the IWC. The IWC will review each course and recommend approval for WI designation to the college curriculum committee. When WI designation is not recommended, the IWC will provide suggested modifications to the college curriculum committee. The College Curriculum Committee can resubmit the course with modifications to the IWC for reconsideration.

Sincerely,

Lisa Hermson, Associate Professor
Interim Institute Writing Director