HONOLULU COMMUNITY COLLEGE
WRITING-INTENSIVE (W-FOCUS) PROGRAM

APPLICATION FOR CERTIFICATION OF A COURSE
AS WRITING-INTENSIVE
(W-Focus / WI)

NAME OF INSTRUCTOR: ________________________________________________

COURSE (Alpha/Number/Title): ____________________________________________

EFFECTIVE SEMESTER: ____________________

Please indicate how the Writing–Intensive Guidelines will be implemented in this course by answering the following questions.

1. What writing assignments or types of writing will be required? How will you emphasize writing as an essential tool for learning course material?

2. What is the minimum number of pages for each assignment (A total of 16 pages or more pages—4000 or more words—is required, not including in-class writing, exams or drafts.)

3. What percentage of a student’s course grade will be determined by each writing assignment? How will you establish writing as a major element in determining a student’s grade for the course? (WI assignments should count for at least 60% of a student’s grade.)

4. What will you do to help students successfully complete the writing assignments? (Interaction between instructor and student—e.g., conferences, written feedback on drafts—is required.)

Please attach your responses to these questions to this cover sheet. Please also attach a copy of the course syllabus that clearly indicates how you will communicate information about writing-intensive requirements to your students. Your syllabus should also include specific student learning outcomes (SLOs), methods of assessment and, where appropriate, which General Education requirement(s) the course meets.

Date: ___________________

Approval: _________________