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

APPLICATION FOR RECERTIFICATION OF A SECTION OF A COURSE
AS WRITING-INTENSIVE

NAME OF INSTRUCTOR: ________________________________________________

COURSE (Alpha/Number/Title): __________________________________________

DATE SUBMITTED: ____________________ EFFECTIVE DATE: _______________

Please indicate how the writing-intensive guidelines have been implemented in this course:

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

2. How is the requirement for the minimum number of pages met? (A minimum of 16 pages—4000 words—is required, not including in-class exams or drafts.)

3. What percentage of a student’s course grade is determined by each writing assignment? How is writing established 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 do you do to help students successfully complete the writing assignments? (Interaction between instructor and students—e.g., conferences, written feedback on drafts—and a process of drafts and revisions are expected.)

5. How have you used measures of assessment to evaluate your students in terms of their learning course material and becoming more effective writers? How have you used those assessments to modify or refine your course and its delivery?

In support of your application for recertification, and in addition to your responses to the questions above, please attach the following:

1. A copy of your current course syllabus that clearly indicates how you communicate information about writing-intensive requirements to your students. Your syllabus should also include specific Student Learning Outcomes (SLOs), methods of assessment and, as appropriate, which General Education requirement(s) the course meets.

2. A copy of your most recent WI student evaluation report for the course for which you are seeking recertification.