

# Application for Writing-Enhanced Course Core Credit

Updated August 2023

*Please attach a syllabus and separate application sheet for each writing enhanced course.*

**Submitted By:**

**Date:**

| Course Number | Course Title | Semester When Course Will Be Taught |
|---------------|--------------|-------------------------------------|
|               |              |                                     |

## Questionnaire

How does this course meet the following Writing-Enhanced Course Criteria (please refer to the Writing-Enhanced Course Criteria Document for more information)? Briefly explain.

Which of the following faculty development options have you participated in or will you participate in while developing your first Writing-Enhanced Course? Please check all that apply and note the semester of your participation.

Workshops and meetings with WEC director(s) during the semester:

Meeting with WEC director(s) during the semester:

- Department meeting consultation (faculty development session with WEC director[s]):

Additional comments?:

## **Requirement Checklist**

- Syllabus includes the WEC statement
- Syllabus includes the Writing Support Services statement
- Course enrollment is limited to the recommended cap of 20 students (with a maximum of 25 students)
- A considerable portion (aim for at least 50%) of the course grade should extend from writing assignments
- Course uses a combination of high- and low-stakes writing
- Course materials include detailed assignment sheets, complete with expectations, goals, and requirements
- Instructor will provide feedback on writing assignments

**Department Chair (Signature):**

**Date:**

**Please attach a syllabus and submit to:**

**NYC WEC Director:**

Meaghan Brewer, Dept. of English, NYC  
[mbrewer2@pace.edu](mailto:mbrewer2@pace.edu)

**PLV WEC Director:**

Vyshali Manivannan, Dept. of Writing and Cultural Studies, PLV  
[vmanivannan@pace.edu](mailto:vmanivannan@pace.edu)

# Required Syllabus Statements

## Writing-Enhanced Course Statement:

This class has been designated as writing-enhanced, a course in which writing and revision are central to learning content and achieving course goals. Students will receive detailed written handouts for each writing assignment, specifying grading criteria and clearly setting forth expectations. Writing will be thought of as a process whereby students generate ideas, receive feedback, and then revise. Students will practice their writing through a combination of low stakes, informal writing and more formal assignments. Students will receive instructor-generated feedback for revision on at least one writing assignment prior to a second submission and subsequent grading. Final drafts will be evaluated based on evaluative criteria from a checklist or rubric.

## Writing Support at the Learning Commons

Writing support is available for all students at Pace University. We offer confidential one-to-one appointments (in person or online), group sessions, and drop-in sessions free of charge. Students can bring writing from all disciplines and at all stages of the writing process, from outlines to completed drafts. Students are encouraged to bring all types of writing, including resumes, internship and graduate school applications, and personal creative work. We are dedicated to developing independent learners through purposeful interactions with trained, well-qualified peer and professional staff.

For more information about writing services and current hours of operation, please visit [pace.edu/learning-commons](https://www.pace.edu/learning-commons); To schedule an appointment using TracCloud, please visit <https://www.pace.edu/learning-commons/services-current-students/drop-or-schedule-appointment>.

Questions? Please email [LC\\_PLV@pace.edu](mailto:LC_PLV@pace.edu) or [LC\\_NYC@pace.edu](mailto:LC_NYC@pace.edu), or visit Mortola Library, 3rd floor (PLV) or 15 Beekman, 7th floor (NYC). Faculty can also reach out directly to Grant Crawford in NYC ([gscrawford@pace.edu](mailto:gscrawford@pace.edu)) or Alicia Clark-Barnes in PLV ([aclarkbarnes@pace.edu](mailto:aclarkbarnes@pace.edu)).