

## **Guidelines for Upper-Division Writing Courses**

The Writing Board Wishes to encourage great diversity among upper-division writing course offerings, and especially wishes to encourage offerings in disciplines not traditionally thought to involve much writing. Proposals for courses to satisfy the upper-division writing requirement should indicate how these guidelines will be satisfied.

1. Papers should be required totaling 4,000 words or more of finished work. Working drafts of the papers should also be submitted for an initial reading and should be returned to the student with useful feedback for revision.
2. The course should include instruction in the kinds of writing commonly practiced in your discipline. Discussion of writing and activities relating to writing should be integrated throughout the course and indicated on the course syllabus.
3. The use of a writing guide or reference book should be integrated throughout the course.
4. If TAs rather than faculty will read papers, the TAs should be appropriately trained, and the instructor should closely monitor their work.
5. The Writing Board recommends that upper-division writing courses be staffed by permanent faculty.
6. The Writing Board recommends maintaining a ratio of 20 (or fewer) students to one faculty member or TA.

Proposal for Upper-Division Writing Course Form

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