**EPCC Proposal Form for Designation in Embedded Skill:**

**Written Communication (WC)**

**Department**: Click here to enter Department Name.

**Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Course Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course prefix | | | | Course number | | | | Course title | |
| Course catalog description | | | | | | | | | |
| Current catalog course?  (Select Yes or No) | | Yes | | | How often will the course be offered? | | Frequency of offerings | | |
| Number of credit hours | Credits | | Designation to be effective: | | | Effective Semester | | | Effective Year |
|  | | | | | | | | | |

**For administrative use only. Reviewed by**

Gen. Ed. Dir.: Click to enter Gen Ed Dir’s name Choose Approval. Choose date.

EPCC Chair: Click to enter EPCC Chair’s name Choose Approval. Choose date.

**Definitions**: These terms are used in the Course Characteristics and Student Learning Outcomes below.

Writing: Examples include responses (reading / journal), essays (personal or academic), reports, proposals, abstracts, journal / literature reviews, research papers, portfolios. The 3,000-word / 12-page total can be comprised of multiple assignments.

Discipline-specific writing: Examples include proposals, lab reports, research papers, portfolios.

Individual writing: If collaborative writing is assigned, each student’s contribution must be calculated and applied to the student’s individual 3,000-word total

Feedback: Substantive feedback includes written instructor comments and/or conferencing on issues encountered in the pursuit of the student learning objectives.

**Course Characteristics**: *By submitting this proposal the department agrees to verify that all offerings of this course, in any format, will contain these characteristics.* No information is needed here for this proposal. Choose an item.

WC CC1. offer explicit instruction in writing

WC CC2. require each student to submit at least 3,000 words of graded individual writing demonstrating the learning objectives of this embedded skill.

WC CC3. provide students with substantive feedback on the 3,000-word minimum of graded writing assigned.

WC CC4. give students the opportunity to revise the work in accordance with that feedback.

WC CC5. normally have no more than 18 students enrolled per section

**Student Learning Outcomes (SLOs)**: 1) Describe examples of class activities (assignments, projects, papers, etc.) that might be used by the instructor to help students achieve each SLO.  2) Describe the artifacts that are collectible for assessment of each SLO.

A student who completes a WC course will be able to …

WC SLO1. articulate an idea and formulate a thesis as appropriate to the discipline

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

WC SLO2. identify and correct errors in grammar and/or style in written communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

WC SLO3. provide credible evidence to support claims and arguments in written communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

WC SLO4. organize thoughts in a logical fashion in written communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

WC SLO5. incorporate elements of written communication that address the needs of a specific audience in written communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.