



## WRITING INTENSIVE REQUIREMENT FORM DEPARTMENT OF ENGLISH

### DESCRIPTION

In order to meet the university's general education requirement for a Writing Intensive course in each major, the English Department has developed English 5993 for English majors. **English 5993 is taken concurrently with English 5992 (for Honors students, English 4991), or, if necessary, an approved 5000-level substitute.** While ENG 5993 is non-credit bearing and thus does not require additional tuition, it does require registration in order for a grade to be entered on the official record.

### PROCESS

**Students must have the following form signed and turned in to the English Department by the end of the second week of classes of the term in which they are fulfilling ENG 5993.** By signing the form and by having their instructor sign the form, majors are notifying the department and their instructor of an intent to fulfill the Writing Intensive requirement. The instructor of the concurrent course will evaluate the writing done in the course (a major paper from 10 - 12 pages in length) to see if it demonstrates an ability "to communicate effectively with specialized or professional audiences" (*Undergraduate Bulletin*, 24). If the writing meets this requirement, the student will receive the grade of 'S' for the course.

Questions about the Writing Intensive may be addressed to the English Department Undergraduate Advisor (313) 577-7701.

## PROCEDURE

1. Register for ENG 5993 concurrently with ENG 5992 (the Majors Seminar). Since 5993 bears 0 credit hours, you do not need to pay extra for this course.
2. Present the form to the instructor for her/his signature during the first week of class. Make two copies, one for the instructor, the other for yourself. Deliver the original to the Associate Chair before the end of the second week of class.
3. In order to satisfy the Writing Intensive you must meet the minimum requirement of a 10 -12 page documented paper.
4. Before the end of the term, especially if you are taking 5993 with a course other than 5992, remind your instructor that you are satisfying the Writing Intensive Requirement with her/his particular course (the instructor needs to file a separate grade for 5993).
5. At the end of the semester professors are responsible for collecting copies of each Writing Intensive student's work. The professor will then hand the papers to the Associate Chair's office and record the grade of 'S' or 'U' for each student. **If students fail to provide their professors with extra copies of their written work, students will receive an incomplete in ENG 5993 until the Departmental Advisor receives the Writing Intensive work.** Because of the many papers turned in to the English office, clearly label your work as Writing-Intensive before you turn it in to your professor.

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DETACH AND RETURN TO THE ASSOCIATE CHAIR

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The writing done in the course listed below, in conjunction with an instructor's grade of 'S' and registration in ENG 5993, will be used to fulfill the Writing Intensive requirement.

|                         |                              |
|-------------------------|------------------------------|
| _____                   | _____                        |
| Student's Name & I.D. # | Course/Section/Semester/Year |
| _____                   | _____                        |
| Student's Signature     | Instructor's Signature       |
| _____                   | _____                        |
| Date                    | Date                         |

## CRITERIA FOR WRITING INTENSIVE SUBMISSIONS (English 5993)

**Description:** English 5993 satisfies the University Requirement for a writing intensive course in each major. Students co-register for English 5993 (a non-credit-bearing course) and an approved 5000-level course (usually, but not always, the Majors Seminar, English 5992).

The requirement is satisfied through the student's writing for the course which must meet the following criteria:

- It must represent a substantial piece of work (a 10 -12 page paper at minimum)
- It must earn a grade of C or better.
- It should demonstrate:
  - A. Persuasive articulation of a clear, well-organized argument
  - B. Interpretive skill and independence of thought.
  - C. Contextual knowledge.
  - D. A reasonable degree of critical sophistication.
  - E. Familiarity with and use of standard documentation style.

Students are encouraged to bring one or more drafts of their work to the instructor prior to the end of term for advice on revising in order to insure that the work in its final form meets these criteria.

**REMINDER:** Any work to be submitted for the WI requirement must be given to the instructor *in duplicate*. The instructor needs to deliver a clean copy of the work to the central office before recording a grade for ENG 5993.

## English 5993 -- The Writing Intensive Rules and Regulations for English Majors

English 5993, the Writing Intensive, is a university requirement. Most English majors complete the requirement in conjunction with English 5992, the English Majors Seminar. The protocol for the course is as follows:

1) Students must first register for English 5993 for the term they wish to complete it. Although this course carries no academic credit and merits only a pass/fail grade, students must still register and pass the course to fulfill the requirement. Students pay no tuition or fees for this course.

Note: It is possible that some English majors will not complete English 5992 or wish to fulfill their Writing Intensive requirement with another 5000-level course. **If you are electing another class in place of the English Majors seminar, you first must check with the Undergraduate Advisor of the English Department.**

2) Students must then sign a contract with the professor of English 5992 (or the appropriate substitute course) and return the form to the English Department. Forms are always available in the front of the English Department or from the Undergraduate Advisor in the English Department.

3) Once students have registered for English 5993 and signed the contract, each student must complete all of the work demanded for the class. Some professors require their Writing Intensive students to complete more work than the rest of the students. Students should talk to their professors as early as possible to determine any further assignments.

4) At the end of the semester, professors are responsible for collecting copies of each Writing Intensive student's term paper. The professor then should turn in a satisfactory/unsatisfactory grade to the Department and hand the papers to the Undergraduate Advisor of the English Department. **If the student fails to provide his/her professor with an extra copy of his/her term paper, the student will receive an incomplete in English 5993 until the Undergraduate Advisor receives the paper.**

For more information regarding the English Writing Intensive, please call (313) 577-7701.

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