

Petition for Course Approval – High Feedback, Writing Intensive Composition Courses

All sections of this proposal need to be addressed. If it does not apply, please write N/A.

I. Proposed Class

Course Code:	Course Title:	Check Only One: Credit ☐ Non-Credit ☐
Units:	Contact Hours Per COR: Lecture: Lab:	Check Only One: New ☐ Active/Current ☐
Is the Course Shared with our Sister College? No ☐ Yes ☐ <i>If yes, please contact the department chair at the sister college to discuss.</i> Was a Mutual Agreement Reached with our Sister College? No ☐ Yes ☐ <i>If yes, only one campus must submit this petition. The petition will be applicable at a district level.</i> Name of Department Chair at Sister College:		

II. Criteria for Determining an Extensive Preparation Lab Class

Which of the criteria below justifies the proposed 0.5 Lecture rate for the writing-intensive course? **Check all that apply. Please Explain.**

☐ Writing Intensive: The Course Outline of Record includes a minimum number of 5000 words in formal writing assignments for the semester, which address styles, modalities, and levels of formality in writing. While individual instructors may choose to assign essays and/or research papers, only courses where such assignments are mandated by the COR will be considered.	☐ Composition Courses: The purpose of the course is to build composition skills, whether through foundational instruction, instruction in composition regarding literature, or composition and critical thinking skills using nonfiction through writing assignments, as demonstrated in the COR.
☐ Address the High-Feedback component/s by describing your Methods of Evaluation (MOE) and corresponding rationale	☐ Address the Composition Courses components by describing your Methods of Instruction (MOI) and corresponding rationale
☐ High-Feedback: The Course Outline of Record includes a requirement to grade and give feedback on not only the content of the writing for major writing assignments, but also the development of arguments, critical thinking, the parts of the essay, and mechanics as well. While individual instructors may choose to grade grammar, spelling, and punctuation as part of an essay or research paper, only courses where such grading is mandated by the COR will be considered.	☐ Address the Writing Intensive component/s by describing your Course Content and corresponding rationale

III. Equipment/Facilities

If your course requires equipment for each student or student group (e.g., computers, easels, Bunsen burners, etc.), for which there is an extensive supply, or if there is space to accommodate students, please explain below:

IV. Instructional Practices and Teaching Methods

Briefly explain how your proposal will support your pedagogy. For example, this may include the ability to effectively assess summative and formative level student learning outcomes, determine the originality or authenticity of student work, maintain effective interaction with students, work with individual students, monitor the collaborative work of student groups, and/or properly address the various skill levels of students.

V. Agreement Status

Was a mutual agreement reached with your Division Dean?

Check Only One:

Yes ☐ No ☐

If no, Faculty and Dean, please provide a rationale and supporting documentation.

VI. Other – Is there anything you would like to add to support your request?

Faculty Name	Faculty Signature	Date
Dean Name	Dean Signature	Date