

## New Course Proposal Form

### Directions:

- A. Complete this form.
- B. Attach a syllabus or course guidelines that includes
  - a. list of measurable student learning outcomes
  - b. information on how outcomes will be assessed including descriptions of reading and writing activities, projects, presentations, testing, etc
  - c. list of course requirements such as attendance, assignments, etc
- C. Have your proposal reviewed by the appropriate department and school/college committee.
- D. Submit your proposal to the University Curriculum Committee in care of the Office of Academic Affairs.

### Form information:

1. Department/Program: English/Professional Writing
2. Course Information: WRIT 4600: Professional Writing Portfolio Review  
Prefix                      Number Title  
  
0                              / None  
Credit Hours              Prerequisites

3. Catalog Description for the catalog: (This description should briefly describe the basic content of the course as it will be offered.)

A portfolio of student work from professional writing courses to be turned in during the final semester of study. Required of all students pursuing the certificate in professional writing.

4. May students repeat this course for credit? If so, are there limits?  
N/A

5. What is the rationale for adding this course?
  - a. How does it support the philosophy and enhance the curriculum of your department?  
It will be the primary assessment mechanism for the certificate program in professional writing.

- b. How does it relate to the overall University curriculum?  
It contributes to our overall assessment efforts.

6. Should this new course be considered for General Education coding? No.  
If yes, attach the Application for General Education Coding Form.

7. Staffing requirements:
  - a. Qualifications necessary for instructor: familiarity with professional writing and Webster's professional writing program.
  - b. What staffing changes, if any, will be necessary to offer this additional course?  
None.

8. When will this course be initiated? Fall 2007 How often will it be taught? Each semester  
What sites are likely to offer this course? Due to the nature of the course, any site that offers the professional writing certificate will need to offer this course.

9. Does this course affect degree requirements in your, or any other, department/program's major, emphasis, minor, or certificate. Yes.  
If yes, please attach corrected catalog copy for approval.

10. List any existing University course(s), undergraduate or graduate, which are similar in title and /or subject matter and explain how this course differs from them.  
N/A

11. Are University resources adequate to support this course? (library holdings, space, specialized, equipment, etc.) Yes. If not, what additions are necessary?

12. What course(s), if any, will be dropped to make room for this course? \_  
None.

13. What entities (department, college/school) have reviewed and approved this proposal?  
See below.

Signatures:

<u>Margot Sempuora</u>	<u>1.23.07</u>
Department/Program Chairperson	Date
<u>[Signature]</u>	<u>Jan. 29, 2007</u>
Dean of College/School	Date
<u>Gary Glasgow</u>	<u>1/30/07</u>
Chair/Curriculum Committee	Date

Rev. 2004

## **Portfolio Review for Certificate in Professional Writing**

Students who begin the certificate in professional writing in the 2007-08 academic year or later must submit a portfolio in order to graduate. Students will enroll in WRIT 4600: Professional Writing Portfolio Review (0 credit hours) in their final semester of undergraduate study. Students must pass WRIT 4600: Professional Writing Portfolio Review in order to receive the certificate in professional writing. Portfolios must be submitted to professional writing program coordinator by April 1 for May graduates, and by November 1 for December graduates.

The portfolio will be used as a means of assessing the knowledge and skills the student developed in the course of pursuing the professional writing certificate and will also help the English Department assess the quality and success of the certificate. Portfolios will be retained by the department.

### **The portfolio will include**

1. Photocopies of three original, graded writing assignments completed in courses for the certificate. Each portfolio submission should be a copy of an original assignment bearing the professor's comments and grade.
  - Assignments should be from at least two different courses.
  - Assignments should reflect three different types of writing (e.g., creative writing, journalistic writing, scriptwriting, grantwriting, etc.)
  - Material in the portfolio should reflect the student's best work in the certificate program.
2. Copies of the syllabi for the courses in which the writing assignments were completed.
3. A list of courses taken for the certificate program.

### **The portfolio will be assessed using the learning objectives for the professional writing program:**

Students who earn the certificate will be able to

- Analyze the purpose, audience, and context of a specific writing task and use that analysis to complete the task effectively.
- Plan and write collaboratively with others.
- Critique writing (their own or others') based on rhetorical effectiveness as well as usage and style.
- Learn and adapt to the writing conventions different genres and requirements of various nonacademic rhetorical contexts.
- Understand how cultural context influences the way language works.

**The portfolio will be graded pass/fail, based on whether or not the student has included the material specified above.** The portfolio is primarily an assessment tool for the program rather than a method for determining whether or not an individual student has earned the certificate. The course, WRIT 4600, is primarily a mechanism for ensuring that students submit the portfolios that the program needs for assessment.

**Revised Catalogue Copy: Additions are in bold.**

Certificate Program: Professional Writing

(18 required credit hours)

The certificate program in professional writing is open both to undergraduate students at Webster and to members of the larger community, including those who already have bachelor's degrees. To receive the certificate in professional writing, students must complete 18 credit hours as specified below with a grade of C or better in each course (when applicable) and **complete WRIT 4600 Professional Writing Portfolio Review (0 credit hours) in the final semester of study**. Students are encouraged to consult with the professional writing program advisor in order to tailor the program to their specific interests.

No more than 9 hours towards the certificate may come from any single prefix, with the exception of WRIT.

- \* WRIT 2400 Introduction to Professional Writing 3 hours
- \* 6 credit hours from the following:
  - o ADVT 2910 Writing for Advertising 3 hours
  - o ENGL 2150 Creative Writing: Poetry 3 hours
  - o ENGL 2160 Creative Writing: Fiction 3 hours
  - o ENGL 2170 Creative Writing: Playwriting 3 hours
  - o JOUR 1030 Fundamentals of Reporting 3 hours
  - o JOUR 2140 Advanced Reporting 3 hours
  - o JOUR 2170 Copyreading/News Editing 3 hours
  - o MEDC 1050 Introduction to Media Writing 3 hours
  - o PBRL 2920 Writing for Public Relations 3 hours
  - o WRIT 2072 Writing for Change 3 hours
  - o WRIT 2090 Writing in the Workplace 3 hours
- \* 6 credit hours from the following:
  - o ENGL 3450 Reading and Writing Autobiography 3 hours
  - o ENGL 4170 Creative Writing: Nonfiction 3 hours
  - o JOUR 3130 Feature Writing 3 hours
  - o JOUR 3150 Topics in Modern Media (Film Criticism, Editorial Writing, Zines and the Art of Self Publishing, Entertainment Journalism, and others upon approval of English Dept.) 3 hours
  - o JOUR 4170 Investigative Journalism 3 hours
  - o JOUR 4380 Magazine Journalism 3 hours
  - o SCPT 2900 Scriptwriting 3 hours
  - o SCPT 3500 Writing Screenplays for Film 3 hours
  - o SCPT 4400 Television Scriptwriting 3 hours
  - o SCPT 4500 Advanced Scriptwriting 3 hours
  - o WRIT 3000 Professional Writing Practicum 1-3 hours
  - o WRIT 3100 Report and Proposal Writing 3 hours
  - o WRIT 3200 Technical Writing 3 hours
  - o WRIT 4000 Topics in Professional Writing (all topics except Gender and Communication) 3 hours

\* 3 credit hours from the following:

o ANSO 2030 Culture and Communication 3 hours

o ENGL 4200 Contemporary Linguistics 3 hours

o SPCM 3600 Rhetoric 3 hours

o WRIT 4000 Topics in Professional Writing: Gender and  
Communication 3 hours

\* **WRIT 4600 Professional Writing Portfolio Review 0 credits**