**Committee on Writing (COW)  
“W” Designation Renewal Application**  
What to do 

* read the 3 reminders
* fill in the boxes
* send the form and the syllabus to the COW Chair: Kelly Minerva ([kaminerv@utica.edu](mailto:kaminerv@utica.edu))

Deadlines

Instructors are notified at the beginning of the semester if their Writing Intensive designation is due to expire at the end of that semester. A follow-up notification is sent. Applications for renewal of the Writing Intensive designation are due by the first day of the semester after the Writing Designation has expired. For example, if the Writing Intensive designation is due to expire 31 May 2015, the instructor will be notified at the beginning of the spring 2015 semester. The renewal application for the course to maintain its Writing Intensive designation is due by the first day of classes in the fall 2015 semester.

Reminders

1. Include an “informal” writing element that motivates students to reflect upon or explore the course material through their writing. Just a few examples of informal writing assignments are journal entries, short reaction papers and quizzes. Certainly, you should feel free to develop informal writing assignments that make sense for your course.

2. Include at least one "formal" writing assignment that requires students to revise their work.

3. On the syllabus, explain how particular assignments fulfill the informal and formal Writing Intensive requirements, and, how these elements will help students to improve their writing and their understanding of the course content through writing. If a rubric is used in grading, a copy should be included with the syllabus.

| **Course:** | **Instructor:** |
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*These boxes will expand as is necessary. See next page.*

| **Discuss the “W” elements that are working well:** |
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| **Discuss the “W” elements that still pose challenges:** |