Course Prefix ENC Number 3350 and Title Advanced Writing Studio

Instructions:
Department Chairs should submit to the Dean of their College the following materials:

- a signed copy of this completed form
- a sample syllabus a hard copy and an electronic copy to appropriate committees
- a revised copy of all the USFSP Catalog text related to the proposed course

Once the course application is submitted to the Dean it will proceed through 1 of the 2 following routes:

1. New* and Changed Undergraduate Courses that are NOT General Education Courses
   - will NOT go to the General Education Committee (GEC) and will NOT require the GEC recommendation or the GEC chair signature to move forward.
   - Non-GE courses WILL proceed from the Dean directly to the either the CAS APC, COB UCC, or COE CPC committee for approval and chair signature.
   - The application will then proceed to the USFSP Undergraduate Council and the USFSP Regional Vice Chancellor of Academic Affairs for approval and signatures.
   - Finally, this application will go to the USFSP Registration and Records office.

2. New* and Changed Undergraduate General Education Courses will proceed directly from the Dean to the General Education Committee (GEC)
   - New* GE courses and any courses being proposed as GE courses that currently exist in the USFSP Catalogue as non-GE courses will be reviewed by the GE committee, the relevant College Committee, and the Undergraduate Council.
   - The General Education Committee will first indicate on this application whether to forward the application or not. If forwarding is recommended the application will proceed directly to the either the CAS APC, COB UCC, or COE CPC committee for approval and chair signature.
   - The application will then proceed to the USFSP Undergraduate Council and then return to the GEC for final approval and chair signature.
Course Prefix ENC Number 3350 and Title Advanced Writing Studio

- The application will then be forwarded to the USFSP Regional Vice Chancellor of Academic Affairs for approval and signature.
- Finally, this application will go to the USFSP Registration and Records office.

* Note that New courses refer to all courses not listed currently in the USFSP Catalogue. All previously taught courses that are being submitted on this application with a new Course prefix, number, and title will be considered new courses.

**APPROVAL SIGNATURES**

- **Department/Discipline Approval**
  Department/Discipline Name Department of Verbal and Visual Arts
  Discipline/program chair signature acceptable only in the absence of a Department chair
  Chair/Coordinator’s Signature_____________________________ date ___________
  Chair/Coordinator's email starks@usfsp.edu  Phone # 873-____________
  Name of individual proposing course Morgan Gresham
  email gresham@usfsp.edu  Phone # 873- 4784

- **College Dean Approval**
  Circle one College of Arts and Sciences  Business  Education
  Dean’s Signature__________________________ date _________________
  Budgetary Accessory Account # (from Dean):______________________________

- **General Education Committee Recommendation (only for GE courses)**
  Committee recommends forwarding the application _____ date __________________

- **College Committee Approval**
  Circle one CAS  APC  COB UCC  COE CPC
  Chair’s Signature__________________________ date _________________

- **USFSP Undergraduate Council Approval**
  Chair’s Signature__________________________ date _________________

- **General Education Committee Approval (only for GE courses)**
  Chair’s Signature__________________________ date _________________
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- USFSP Regional Vice Chancellor of Academic Affairs Approval
  Signature ______________________________ date ________________
- USFSP Registration and Records Office _______
Undergraduate and General Education Course Application Form

Course Prefix ENC Number 3350 and Title Advanced Writing Studio

COURSE INFORMATION
Select either GEC or NGEC then only boxes under that Category that apply:

<table>
<thead>
<tr>
<th>General Education Course ✔</th>
<th>Non-General Education Course YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently Listed SCNS Course Yes □ No □</td>
<td>Currently Listed SCNS Course Yes □ No □</td>
</tr>
<tr>
<td>Currently Listed as USF Course Yes □ No □</td>
<td>Currently Listed as USF Course Yes □ No □</td>
</tr>
<tr>
<td>Currently Listed as USFSP Course Yes □ No □</td>
<td>Currently Listed as USFSP Course Yes □ No □</td>
</tr>
<tr>
<td>New USFSP GE Course Yes □ No □</td>
<td>Change in a current USFSP Course Yes □ No □</td>
</tr>
<tr>
<td>Change in current USFSP GE Course Yes □ No □</td>
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<tr>
<td>GE Course Type: State Mandated Core (SMC) □</td>
<td></td>
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<tr>
<td>USFSP Specific Course (USC) □</td>
<td></td>
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<tr>
<td>GE Subject Area or Liberal Arts requirement:</td>
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<tr>
<td>Communication □ Humanities □</td>
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<tr>
<td>Mathematics □ Natural Sciences □</td>
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<tr>
<td>Social Sciences □</td>
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<tr>
<td>Exit Major works and Major Issues □</td>
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<tr>
<td>Exit Literature and Writing (Gordon Rule) □</td>
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<tr>
<td>Gordon Rule Writing □</td>
<td></td>
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<tr>
<td>Gordon Rule Computation □</td>
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</tbody>
</table>

All Courses:
Taught under Previous name and number ________________________________
Previous Enrollment ______ Eliminate this previous course in catalogue Yes □ No □
How often is it expected that the course will be offered: every semester
Proposed number of sections: fall 1-2 spring 1-2 summer 1-2 Expected Enrollment 8-10
Minimum qualifications of instructor M.A. in English, with at least 18 hours in ENC rhet/comp
Required for (circle one): Major Minor Neither Major/Minor title __________________
Credit hours: 1 Semester Contact Hours: ____ Fixed Hours or Variable Hours range ______
Section Type (select one): Class Lecture Laboratory
Delivery Method (select one): Face-to-face Online Both
Is course necessary for accreditation or certification Yes □ No □
Prerequisites: None Yes __________________
Co-requisites: None Yes __________________
Permit Required: No Yes Registration Restrictions: No Yes
If Yes, indicate appropriate include/exclude variables beside each applicable restriction category:

<table>
<thead>
<tr>
<th>Include Original</th>
<th>Exclude Original</th>
<th>Include Change/New</th>
<th>Exclude Change/New</th>
</tr>
</thead>
<tbody>
<tr>
<td>College (AP, BP, EP, SP)</td>
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<tr>
<td>Major</td>
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</tbody>
</table>

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| Class (FR, SO, JR, SR) |  |  |
| Level (Undergrad, Grad, Non-degree) |  |  |
| Campus (SP, SM, T, L) |  |  |

(e.g. Include all AP College Code—only gives access to CAS majors. Questions: Contact Registrar 873-4143)

ALL COURSES MUST COMPLETE THE FOLLOWING QUESTIONS pp. 4-5:
State Course Profile Description for all currently existing courses (see following website: http://scns.fldoe.org/scns/public/pb_index.jsp)

ADVANCED WRITING STUDIO IS A ONE-HOUR ELECTIVE THAT STUDENTS MAY TAKE TO WORKSHOP WRITING PROJECTS ASSIGNED IN CLASSES ACROSS CAMPUS. STUDENTS RECEIVE ONE-ON-ONE FEEDBACK ON THEIR WRITING IN A SMALL-GROUP, WORKSHOP CONTEXT. CLASS SIZE IS TYPICALLY LIMITED TO 8-10 STUDENTS. WRITING STUDIO PROVIDES AN INTENSIVE INVESTIGATION INTO THE SKILLS AND OBJECTIVES THAT MAKE COLLEGE COMPOSITION EFFECTIVE. IN A COLLABORATIVE ENVIRONMENT, STUDENTS INTERPRET ASSIGNMENTS, GENERATE AND RESEARCH IDEAS, INVENT TOPICS, AND WRITE, EVALUATE, REVISE, AND EDIT DRAFTS. STUDIO TEACHES THESE ACTIVITIES AS "RECURSIVE" IN THAT WRITERS ENGAGE AND RE-ENGAGE IN THEM AS ONE MOVES THROUGH THE PLANNING, DRAFTING, AND REVISIGN OF ASSIGNMENTS. IN ANY GIVEN STUDIO SESSION.

New Course title (must be no more than 30 characters for USFT/SCNS standards)
Advanced Writing Studio

USF/USFSP Course Description: (contact Director of Academic Affairs: Cynthia Collins for clarification on campus ownership of course)
Description must be no more than 255 characters.

New □ Changed (provide original and new description) □ Currently in USFSP Catalogue □
Advanced Writing Studio is a one-hour elective that students may take to workshop writing projects assigned in classes around campus. For upper-division students working toward disciplinary publication. Students receive one-on-one feedback on their writing in a small-group, workshop context.

What specific knowledge does this course offer that is not covered by courses currently listed? And how will it strengthen the associated program?

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Undergraduate □ General Education □ Liberal Arts Requirement □

This course will provide additional support for writers working in disciplinary courses. Advanced Writing Studio is a one-hour elective that students may take to workshop writing projects assigned in classes in their major field of study. For upper-division students working toward disciplinary publication, students receive one-on-one feedback on their writing in a small-group, workshop context.

What effect would this course’s inclusion have on the use of department/program resources? Please be specific regarding the ability to regularly offer and staff this course in a quality manner.

There should be no change the department resources. As more students matriculate with credit for ENC 1101: Composition I and ENC 1102: Composition II writing faculty will be able to offer additional sections of ENC 1146: Writing Studio and ENC 3350: Advanced Writing Studio in place of multiple sections of ENC 1101/1102.

If changes are being made to a course that already exists, please justify those changes and provide details concerning what the changes will be: Applicable □ Not Applicable □

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If changes are being made, what will be the student impact of the change?

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Course Prefix ENC Number 3350 and Title Advanced Writing Studio

Answer the following only if this is a New State Course or a Changed Course: Applicable □ Not Applicable □

List Objectives:

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List Major Topics

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List Student Learning Outcomes (Course SLOs NOT GE SLOs)

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List Recommended Textbooks

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Course Prefix ENC Number 3350 and Title Advanced Writing Studio

GENERAL EDUCATION COURSES ONLY pp. 8-9.
How will your course satisfy (a) the state mandated and (b) USFSP-specific Student Learning Outcomes? How will the course assignments demonstrate that students have met the SLOS. Be specific. Your course MUST demonstrate assessment of ALL state and ALL USFSP SLOs. (There may be some overlap in your answers).

GE State mandated SLO’s
[insert subject area state-mandated SLO’s here.]

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GE USFSP amplification of the state-mandated SLOs
[insert subject area USFSP specific SLOs here]

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Philosophy of General Education
How would this course promote the aims of the General Education program? Please be specific in describing how this course would help students to develop the skills and attributes described in the excerpt from the Philosophy of the General Education program quoted below. If applicable, particular emphasis should be placed upon ways it might do so across General Education content fields and/or across academic disciplines.

“it instills and refines quantitative literacy and reading, understanding, reasoning, and communication skills, and it develops and strengthens essential intellectual virtues: curiosity, a healthy skepticism, intellectual honesty, the imagination to understand and fairly consider the perspectives of others, and the willingness and ability to constructively evaluate their own ideas and arguments. We further encourage faculty to incorporate, where appropriate, discussion of diverse cultural perspectives and significant ethical debates into their respective discipline’s general education courses.”
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EXIT and Gordon Rule Courses are under the review of the General Education Committee
Exit Course: Major works and Major Issues □ Literature and Writing (Gordon Rule) □
How will the course meet these objectives

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Gordon Rule Course Circle one: Writing □ Computation □
How will the course meet these objectives

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ENC 3350: Advanced Writing Studio

Syllabus

Course Description
Advanced Writing Studio is a one-hour elective that students may take to workshop writing projects assigned in classes around campus. For upper-division students working toward disciplinary publication. Students receive one-on-one feedback on their writing in a small-group, workshop context. Class size is typically limited to 8-10 students. Writing Studio provides an intensive investigation to the skills and objectives that make college composition effective. In a collaborative environment, students interpret assignments, generate and research ideas, invent topics, and write, evaluate, revise, and edit drafts. Studio teaches these activities as recursive in that writers engage and re-engage in them as one move through the planning, drafting, and revising of assignments.

In Advanced Writing Studio, students will
- identify the purposes and writing conventions of assignments and genres directed at different audiences inside a particular discipline;
- collaborate with peers to compose final, polished writings ready for teacher-audiences
- use information from peer review, teacher comments, and collaborative discussions to revise, edit, and improve writing; describe and adopt a disciplined writing schedule that enables student writers to deliver writing to peer readers at various stages and meet writing deadlines;

Student Learning Outcomes
- Gain experience reading and composing in several genres to understand how genre conventions shape and are shaped by readers’ and writers’ practices and purposes
- Develop facility in responding to a variety of situations and contexts calling for purposeful shifts in voice, tone, level of formality, design, medium, and/or structure
- Match the capacities of different environments (e.g., print and electronic) to varying rhetorical situations
- Develop flexible strategies for reading, drafting, reviewing, collaborating, revising, rewriting, rereading, and editing
- Learn common formats and/or design features for different kinds of texts in the major field of study
- Practice concepts of intellectual property (such as fair use and copyright)
- Practice applying citation conventions systematically

Required Texts
- Writing in _______ (discipline-specific) text

Major Assignments and Grading

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- Class Participation 25%
- Writing Process Activities 25%
- Reflections & Critiques 25%
- Portfolio 25%

97-100 = A+; 94-96 = A; 90-93 = A-;
87-89 = B+; 84-86 = B; 80-83 = B-;
77-79 = C+; 74-76 = C; 70-73 = C-;
67-69 = D+; 64-66 = D; 60-63 = D-;
below 60 = F.

Course Policies

Religious Preference Absence Policy. Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide advance notice of the date(s) to the instructor in writing.

Accommodation Policy. Students with documented learning and/or physical disabilities in need of accommodation are strongly encouraged to work with Student Disability Services and inform the instructor about any special requirements they may have regarding note taking, reading assignments, and test taking.

Academic Dishonesty Policy. (from USF Undergraduate Catalog http://www.stpete.usf.edu/ugc/documents/MicrosoftWord-Gr.pdf)

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

Penalties for Academic Dishonesty. Penalties for academic dishonesty will depend on the seriousness of the offense and may include assignment of an “F” or a numerical value of zero on the subject paper, lab report, etc., an “F” or an “FF” grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University.

Disruption of Academic Process. Disruption of academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

Punishment Guidelines for Disruption of Academic Process. Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of “W,” if the student is passing the course, shown on the student
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record. If the student is not passing the course, a grade of “F” will be shown on the student record. Particularly serious instances of disruption or the academic process may result in suspension or permanent expulsion from the University.

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Writing Process and Workshops</td>
</tr>
<tr>
<td>Week 2</td>
<td>Academic Genres and Style</td>
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<tr>
<td>Week 3</td>
<td>Discipline-specific genres</td>
</tr>
<tr>
<td>Week 4</td>
<td>Inquiry and Research</td>
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<td>Week 5</td>
<td>Using Disciplinary Style Guides</td>
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<td>Week 6</td>
<td>Academic Writing and Peer Review</td>
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<td>Week 7</td>
<td>Revising and Editing</td>
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<tr>
<td>Week 8</td>
<td>Academic Writing and Peer Review</td>
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<tr>
<td>Week 9</td>
<td>Revising and Editing</td>
</tr>
<tr>
<td>Week 10</td>
<td>Academic Writing and Peer Review</td>
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<tr>
<td>Week 11</td>
<td>Editing</td>
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<tr>
<td>Week 12</td>
<td>Academic Writing and Peer Review</td>
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<tr>
<td>Week 13</td>
<td>Editing and Proofreading</td>
</tr>
<tr>
<td>Week 14</td>
<td>Portfolio review</td>
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<tr>
<td>Week 15</td>
<td>Portfolio</td>
</tr>
</tbody>
</table>