Packet for Writing Across the Curriculum Committee
Letter of Recognition

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Introduction

Writing Across the Curriculum Committee
Criteria for the Award of a Letter of Recognition

Faculty members may be awarded a Letter of Recognition for incorporating enhanced writing opportunities into a course in their discipline. The writing opportunities may be an enhancement of those from a previously offered course or the infusion of opportunities into a course that offered little or no writing opportunities. These opportunities are focused to improve students’ basic skills, knowledge, critical thinking skills, and competencies through engagement in scholarly writing or writing for knowledge exercises.

Faculty members may submit a Letter of Recognition Submission Package (LORSP) for one course per academic year. The LORSP must include a cover letter, course syllabus, and supporting documentation. The cover letter should summarize writing opportunities, how these activities will promote student learning, and the expected outcomes. Faculty members must provide evidence of enhanced writing opportunities through a course syllabus and supporting documentation. The syllabus must contain descriptions of the writing activities, assignments, and/or assessments and the formal and informal methods of evaluation. These writing activities, assignments, and/or assessments must be individually based; group assignments are not permitted for submission. The supporting documentation should include, but is not limited to, evidence of writing submission, instructor feedback to students, and evidence of writing improvement during the course.

Faculty members will submit the LORSP to their Division/Department Chair according to the timeline noted in this packet. The Division/Department Chair will decide whether or not the submitted information provides sufficient evidence of enhanced writing opportunities to meet the standards of the specific discipline. A checklist of supporting documentation (Checklist for Approval) is included in this packet. Additionally, a list of ideas for writing for knowledge and scholarly writing (Examples of Enhance Writing Activities) is included in this packet.

If the Division/Department Chair decides the syllabus meets the criteria of providing enhanced writing opportunities and meets the standards of the discipline, he or she will submit the Division/Department Chair Nomination Form, the completed Checklist for Approval, and the LORSP to the Chair of the Writing Across the Curriculum Committee according to the timeline noted in this packet. A copy of the Division/Department Chair Nomination Form is included in this packet.

The Chair of the Writing Across the Curriculum Committee will submit the information to the Writing Across the Curriculum Committee. Once the Writing Across the Curriculum Committee approves the LORSP, the Chair of the Writing Across the Curriculum committee will submit the Writing Across the Committee Nomination Form, Division/Department Chair Nomination Form, the completed Checklist for Approval, and the LORSP, according to the timeline noted in this packet, to the Provost/Vice President for Academic Affairs.
Upon approval by the Provost/Vice President for Academic Affairs, a Letter of Recognition will be awarded to the faculty member, according to the timeline noted in this packet.

Criteria for the Award of a Letter of Recognition

A faculty member will submit the LORSP with the following information to the Division/Department Chair:

- A cover letter summarizing the writing opportunities, how the activities promote student learning, and the expected outcomes.
- Course syllabus (one per year)
  - Highlighted sections of the syllabus containing precise descriptions of the writing activities, assignments, and/or assessments (must be individual activities)
  - Highlighted formal and/or informal methods of evaluation of each writing activity, assignment and/or assessment
- Supporting documentation
  - Evidence of initial writing by students
  - Evidence of feedback provided by faculty
  - Evidence of subsequent writing by students indicating improvement

The Division/Department Chair will submit to the Writing Across the Curriculum Committee the following information:

- The nomination form (Division/Department Chair Nomination Form) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The LORSP including the faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities

The Writing Across the Curriculum Committee will submit to the Provost/Vice President for Academic Affairs the following information:

- The nomination form (Writing Across the Committee Nomination Form) signed by the Writing Across the Curriculum Committee Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The nomination form (Division/Department Chair Nomination Form) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The LORSP including the faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities
Timeline

The faculty member may choose to submit during the Fall or Spring semester. Only one submission per academic year is permitted.

Fall semester

September 15  The faculty member submits to the Division/Department Chair the LORSP for a course which occurred in either the previous Spring or Summer semester

October 15  The Division/Department Chair will submit to the Chair of the Writing Across the Curriculum Committee:
- The nomination form (Division/Department Chair Nomination Form) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities

November 15  The Chair of the Writing Across the Curriculum Committee will submit to the Provost/Vice President for Academic Affairs
- The nomination form (Writing Across the Committee Nomination Form) signed by the Writing Across the Curriculum Committee Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The nomination form (Division/Department Chair Nomination Form) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities

December 15  Provost approval; Award Letter of Recognition
Spring semester

February 15  The faculty member submits to the Division/Department Chair the LORSP for a course which occurred in the previous Fall semester

March 15  The Division/Department Chair will submit to the Chair of the Writing Across the Curriculum Committee:
- The nomination form *(Division/Department Chair Nomination Form)* signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities

April 15  The Chair of the Writing Across the Curriculum Committee will submit to the Provost/Vice President for Academic Affairs
- The nomination form *(Writing Across the Committee Nomination Form)* signed by the Writing Across the Curriculum Committee Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The nomination form *(Division/Department Chair Nomination Form)* signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities
- The completed Checklist for Approval
- The faculty member’s cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities

May 15  Provost approval; Award Letter of Recognition
Letter of Recognition  
Division/Department Chair Nomination Form  
for the Writing Across the Curriculum Committee

To the Writing Across the Curriculum Committee Chair:

Faculty member: ________________________________

Course number and name: ________________________________

Department/Division: ________________________________

College/School: ________________________________

I have reviewed the attached cover letter, course syllabus, and supporting documentation submitted by the above named faculty member. I believe it meets the criteria of providing enhanced writing opportunities and meets or exceeds the standards of the discipline.

__________________________________________  ____________
Division/Department Chair  Date
Letter of Recognition  
Writing Across the Curriculum Committee Nomination Form  
for the Provost/Vice President for Academic Affairs

To the Provost/Vice President for Academic Affairs:

Faculty member: 

Course number and name: 

Department/Division: 

College/School: 

The Writing Across the Curriculum Committee has reviewed the attached cover letter, course syllabus and supporting documentation submitted by the above named faculty member. We believe it meets the criteria of providing enhanced writing opportunities and meets or exceeds the standards of the discipline as approved by the Division/Department Chair.

Writing Across the Curriculum Committee Chair 

Date
Dear Faculty Member,

The Writing Across Curriculum Committee, along with Dr. Lotven, Provost/Vice President for Academic Affairs, would like to recognize you for successfully incorporating enhanced writing opportunities in [course name], [number of course], [division or department], [college], for the semester and date.

Upon the recommendation of your chair, Dr. Whomever, we present this letter of recognition to you for your efforts to improve student writing as documented in the syllabus for this course. It is the vision of the Writing Across the Curriculum Committee to establish an environment to encourage writing as an essential skill necessary to all disciplines within the university. The committee encourages the use of writing as an effective mode of learning in all classes and we seek to assist colleagues in the incorporation of writing-to-learn concepts in every method of instruction.

Congratulations on your meritorious achievement. The students of Delta State University benefit from your proven efforts to engage them in enhanced writing opportunities in your discipline.

Sincerely,

__________________________
John Wojcik, D.M.A.
Chair, Writing Across the Curriculum Committee

__________________________
Ann Lotven, Ph.D.
Provost/Vice President for Academic Affairs
# Letter of Recognition

**Checklist for Approval**

**Documentation** (Faculty members may submit one syllabus per academic year. The writing activities, assignments, and/or assessments must be individually based; group assignments are not permitted for submission.)

<table>
<thead>
<tr>
<th>Faculty member submits to Div/Dept Chair</th>
<th>Meets Requirements</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Cover letter</strong></td>
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<td>Summarizes the writing opportunities, how the activities will promote student learning, and the expected outcomes</td>
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<tr>
<th>Div/Dept Chair WAC</th>
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<tr>
<td><strong>Course syllabus</strong></td>
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<td><strong>Supporting documentation</strong></td>
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<td>Evidence of initial writing by students</td>
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<td><strong>Comments</strong></td>
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<tr>
<td>Writing Activities</td>
<td>Ideas for enhancement*</td>
<td>Examples (includes, but is not limited to):</td>
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| In Class Writing  | Probes at the beginning of class  
Writing to clarify or promote discussion  
Refocus lagging discussion  
Cool off heated discussion  
Ask questions or express confusion  
Exit cards with questions, comments, or summaries |
| Journals and notebooks | Open-ended journals  
Semi-structured journals  
Guided journals  
Contemporary issues journals  
Exam preparation journals  
Double-entry notebooks  
Laboratory notebooks |
| Reading Journals or Reading Logs | Marginal notes or focused reading notes  
Readings logs or summary/response notebooks  
Student responses to reading guides |
| Creative exercises | Imagined interviews  
Written dialogues  
Bio-poems  
Metaphor games  
Extended analogies |
| Exploratory writing | Micro-themes  
Frame paragraphs  
Practice essay exams  
Thesis statement writing  
Occasional thought letters  
Exploration tasks to guide “invention” for a formal writing assignment |
| Compositions | Descriptive (i.e., “how to”)  
Essays  
Plays  
Stories  
Term papers |
| Short summaries | Abstracts  
Annotated bibliographies |
| Research papers | Complete papers  
Surveys  
Experiments  
Sections of papers (i.e., literature reviews, methodology, data analysis, results) |
| Portfolio systems | Complete projects  
Components of portfolios |

* Many of these strategies come directly from Bean, J. (1996). *Engaging Ideas: The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom*. The WAC Chair has a copy if needed.