

**Packet for Writing Across the Curriculum Committee  
Letter of Recognition**

- 1. Introduction**
- 2. Criteria for Awarding the Letter of Recognition**
- 3. Timeline**
- 4. Division/Department Chair Nomination Form**
- 5. Writing Across the Curriculum Committee Nomination Form**
- 6. Letter of Recognition**
- 7. Checklist for Approval**
- 8. Examples of Enhanced Writing Activities**

## 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 Curriculum 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 Curriculum 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: <ul style="list-style-type: none"><li>• The nomination form (<i>Division/Department Chair Nomination Form</i>) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities</li><li>• The completed <i>Checklist for Approval</i></li><li>• The faculty member's cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities</li></ul>  |
| November 15  | The Chair of the Writing Across the Curriculum Committee will submit to the Provost/Vice President for Academic Affairs <ul style="list-style-type: none"><li>• The nomination form (<i>Writing Across the Committee Nomination Form</i>) signed by the Writing Across the Curriculum Committee Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities</li><li>• The nomination form (<i>Division/Department Chair Nomination Form</i>) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities</li><li>• The completed <i>Checklist for Approval</i></li><li>• The faculty member's cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities</li></ul> |
| 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 Curriculum 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

Delta State University LOGO  
Delta State University Letterhead  
Writing Across the Curriculum Committee

Letter of Recognition

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

<b>Documentation</b> (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.)		Meets Requirements		Comments
		Div/Dept Chair	WAC	
Faculty member submits to Division/Department Chair	<b>Cover letter</b>			
	Summarizes the writing opportunities, how the activities will promote student learning, and the expected outcomes			
	<b>Course syllabus</b>			
	Highlighted sections of the syllabus containing precise descriptions of the writing activities, assignments, and/or assessments			
	Highlighted formal and informal methods of evaluation of each writing activity, assignment and/or assessment			
	<b>Supporting documentation</b>			
	Evidence of initial writing by students			
	Evidence of feedback provided by faculty			
Evidence of subsequent writing by same students indicating improvement				
Division/Department Chair submits to the WAC Chair	The nomination form ( <i>Division/Department Chair Nomination Form</i> ) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities			
	The completed <i>Checklist for Approval</i>			
	The faculty member's cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities			
WAC submits to Provost/Vice President for Academic Affairs	The nomination form ( <i>Writing Across the Curriculum Nomination Form</i> ) signed by the Writing Across the Curriculum Committee Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities			
	The nomination form ( <i>Division/Department Chair Nomination Form</i> ) signed by the Division/Department Chair indicating that the faculty member provided sufficient evidence of enhanced writing opportunities			
	The completed <i>Checklist for Approval</i>			
	The faculty member's cover letter, highlighted syllabus, and supporting documentation of enhanced writing activities			

## Examples of Enhanced Writing Activities

Writing Activities	Ideas for enhancement*	Examples (includes, but is not limited to):	
<p>Writing reflective of the discipline</p> <p>Writing to learn, writing to promote critical thinking, and writing to improve mechanics</p> <p>May involve one or more drafts with feedback from instructor</p> <p>May be graded or ungraded</p>	<b>Informal Writing</b>	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
	<b>Formal Writing</b>	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.