**University Writing and Reading Board**

**Table for Writing Intensive course syllabi**

[Revised 31 March 2017]

**Instructions and Notes:**

1. Please include this table in your writing intensive course syllabus.
2. At the top, replace <Course number and name> with your course number and name.
3. The table has rows for four Short Writing Assignments and two Long Writing Assignments. Of these, please retain the two title rows whether or not you use them, but otherwise add or delete rows as needed.
4. For approximate assignment lengths, please use word counts, and not page counts, as indicated.
5. At the bottom, replace <Instructor, date> with your name and the date you complete this table.
6. If you have questions or suggestions, please contact the UWRB at [uwrb@umkc.edu](mailto:uwrb@umkc.edu) .
7. Many such completed tables and other individual WI course information is posted on our UWRB web site at: <http://www.umkc.edu/uwrb/UWRBWIArchive.asp>

Thanks.

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| --- | --- | --- | --- | --- | --- | --- |
| **<Course number and name>**  **Record of WI Course Requirements & Relevant Course Details**  **– UWRB form revised 31 March 2017 –** | | | | | | |
| **RooWriter prerequisite** [Yes or No] **→** | | | | | |  |
| **Total percent of course grade due to writing assignments** [requires ≥ 40%] **→** | | | | | |  |
| **Total course word count, revised final-draft quality writing** [requires 5,000-10,000+ words] **→** | | | | | |  |
| **Class time to help students complete writing assignments** [Which week(s)?] **→** | | | | | |  |
|  | **Word**  **count**  (range)  **↓** | **Which**  **week(s)**  **↓** | **Revision:**  [Yes or no,  # allowed]  **↓** | **Peer**  **review:**  [Yes or no]  **↓** | **Title or (short) Description**  **↓** | |
| **Short Writing Assignments**  [Extend this list as needed] |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| **Long Writing Assignments (2000+ words)**  [Extend this list as needed] |  |  |  |  |  | |
|  |  |  |  |  |  | |

Completed by: <Instructor, date>