Option C: Special Option for Faculty with Experience Teaching Writing

With permission from their Chair and the WAC Coordinators, faculty who have had a lot of experience teaching their discipline using writing may opt to just hand in a WAC certification course portfolio without completing a training session at KCC. Often such candidates have become WAC certified on another campus, have served as a Writing Fellow at CUNY, or are teachers of literature in the English Department who also have a background in the teaching of writing.

Such candidates have used informal writing-to-learn activities to help students learn course material. They have required students to write in drafts and know how to support the revision process with feedback on writing. They always have students write in response to their reading assignments and know that you don't have to read every word of informal writing to make it count toward the final grade in a course.

Application deadline: Option C candidates have greater flexibility in applying to become WAC certified. They may apply in the Fall, by October 15, or they may apply at any time during the year.

Submit a course portfolio: Option C candidates need to familiarize themselves with KCC's WAC course portfolio requirements. See the WAC Faculty Handbook for important documents and descriptions.

Sample student work: We prefer to receive portfolios for courses you have experience teaching at KCC, and we prefer for it to include all the elements, including sample student writing in response to your assignments, informal and formal.   If you have not yet taught the course at KCC and/or do not have sample student work, you may request exemption from this requirement.

Course portfolio submission deadlines:
By February 16th for Fall certification. You will receive a certification decision by the first day of classes, Spring term. Any requested revisions must be received by early April for you to be certified in time to teach a W section in the Fall.

By June 30th or the first day of classes in September: These submission dates allow you to be considered for certification in time to offer a W section the following Spring.

Remuneration for Option C: None. Upon becoming certified, you will receive a course cap of 25 for each course you are able to offer on a writing intensive basis. Please check with your Chair each semester.

What is a Certification Course Portfolio?

The Writing-Across-the-Curriculum Advisory Board asks all faculty seeking certification to submit a course portfolio. If possible, include sample student writing for all major writing assignments.

The elements of a course portfolio:

1. **Reflective Statement**
   The reflective statement functions as a "map of the territory" for the reader of your course portfolio. Describe the learning goals of your course. What should the committee notice about your syllabus design? Where are the important assignments located during the semester? How are they supported, both before and after they are assigned? What are the specific reading and writing issues you face when you teach this particular course and syllabus?

   You might want to include answers to the following: Do you have a philosophy of education that would help us understand your approach to using reading and writing in your teaching? How has your thinking about the teaching of your course changed as a result of your experiences in the WAC certification program?   If you piloted a writing intensive version of your course for the first time, what did you learn from the experience?

2. **Detailed Syllabus**
   We're hoping to see a syllabus that makes the intellectual goals of the course and the sequence and character of reading and writing assignments clear to students. Elements to be included: due dates for drafts and final versions of writing assignments; an account of how reading/writing is weighted in calculating the final grade. Note: We hope that writing will count at least 30% in determining the final grade for the course.

3. **Copies of Assignments (handouts you give to the student)**
   Submit copies of all assignments, including informal writing prompts and Blackboard discussion topics, so that we know what students are being asked to do. Make sure each is carefully labeled. Assignments should match up with items on your syllabus.

   Student Work (final portfolio only): Erase student names from samples. Student work should be attached to the assignments and clearly labeled.

__Portfolios are submitted electronically as well as in hard copy. Print versions go to Professor Gordon Young in E309 (Department of Communications and Performing Arts)__

How Is the Portfolio Evaluated?

Course portfolios are read by at least two WAC Coordinators and evaluated in terms of the following criteria:

The following are elements required in all writing intensive sections:

1. **Informal writing is assigned as a learning tool.**

2. **Students write regularly in response to "reading" – dialogically.**

3. **Formal writing is assigned in drafts, with response from the instructor.**

4. **Revision is required of all students, and drafts count towards the final grade on the paper and in the course.**

5. **Assignment handouts, separate from the syllabus, are important documents with agreed upon parts established in our WAC certification work.**

   RAFT: Role, Audience, Format (or genre), Task.   Bean. P. 98
   TIP: Task as intriguing problem

6. **The work for the semester is "assignment driven" (ie is organized around teaching students to do something significant in the discipline; all assignments are focused on that goal.)**

7. **The syllabus clearly represents the work for the term.**

8. **Writing counts towards at least 30% of the final grade.**