

University Writing Policy and Writing Across the Curriculum at AUK

Academic Senate Approved

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A. Goal Statement:

The American University in Kosovo recognizes the need to develop in students the ability to write effectively in English and to ensure:

- 1) that students will have the necessary writing skills to meet the demands of their coursework at AUK;
- 2) that students graduating from AUK will have the necessary writing skills to participate in the global marketplace.

B. Basic Principles:

The University Writing Policy is based on the following premises:

1. Writing enhances the ability of students to think critically and creatively.
2. Writing is a foundational skill that must be taught and practiced in all disciplines.
3. Students must be given feedback on their writing and revisions by their peers and faculty.
4. While general education initiates the process of writing practice and instruction, units have the responsibility for developing student competencies as writers within the contexts of their professional concentrations.

C. Writing Across the Curriculum at AUK:

1. Placement: The change from the paper-based TOEFL to the IBT (Internet Based TOEFL) allows AUK to track student scores on the essay portion of the exam. These scores will be used by Student Advising to place incoming students into the appropriate entry-level writing course using the following model:

Minimum scores:

Foundations: 52

Basic Writing: 68

Writing Seminar: 79

2. Writing Intensive Courses (WICs):

Requirement:

Writing Across the Curriculum at AUK will add total of **four** writing intensive courses to the individual student degree plan.

Basic Writing, Writing Seminar, Written Argument, Global Literature and Communicating in Business are currently designated as writing intensive courses.

One additional course in **General Education** will be designated WIC.

One course from each **major concentration** will be designated WIC.

One course from each **minor concentration** will be designated WIC.

Students must complete the complete cycle of English courses (Basic Writing and/or Writing Seminar) before enrolling in WICs in their professional concentrations.

Criteria:

1. Students will complete both formal and informal writing assignments during the WIC in two categories:
 - Writing to learn
 - Learning to writeExamples: free writing, journals, reaction-response essays, critiques, reviews, lab reports, case studies, observations, essays, proposals, research papers, blogs.
2. Students will receive substantive feedback from their instructors. While the students are responsible for revision, the instructor feedback should focus on issues of composition and improvement.
3. Students must be given the opportunity to use this feedback from their instructors for complete revision of their work.
4. WICs must include discussion of the writing process as it applies to the given discipline and of the conventions of English (grammar, vocabulary, organization, citation, use of evidence).
5. A minimum of 25% of the final course grade must be based on the extent to which students demonstrate the writing criteria found in the **Written Communication VALUE Rubric** developed by the Association of American Colleges and Universities (AAC&U).

D. Institute Approval Process for Writing Intensive Course Designations:

1. Courses designated as WICs should be submitted to the Director of Academic Affairs for approval.
2. After courses have been approved, they will be designated WICs in official university publications.

E. Writing Across the Curriculum Implementation:

The following organizational units will submit proposed WICs to Academic Affairs by 5 May 2011. October 2010.

- Public Policy
- IR-Legal Studies
- Management
- Economics & Statistics
- Media & Graphic Communication
- IT
- General Education

Implementation will commence in the Fall Term 2011.

F. Writing Across the Curriculum Program Assessment:

The Writing Across the Curriculum Program will be assessed over a three year period according to the appropriate General Education Student Learning Outcomes and Assessment Procedures. Faculty members are encouraged to consider their individual roles in cultivating student writing at AUK and to develop their own practices and understanding of the writing process.