

Writing in the ICU Curriculum Survey

Dear Curriculum Coordinators:

I am writing you today in order to ask for your cooperation in completing the attached survey. This survey is part of our self-study process in our application for accreditation from the American Academy of Liberal Education. The survey's purpose is to learn more about how much and the type of writing that we as a faculty assign to our students. This information is very important for us to understand the type of liberal arts education we are providing to our students.

In order to make completing the survey easier, please let me explain the ways to fill in each section:

Course Type: Please indicate here whether the course is a GE, 100 level, 200 level, or 300 level course. Please remember that the only courses that must be filled in are courses taught in the College of Liberal Arts and not graduate school courses.

Course Language: Please indicate the course's language classification (J, E, JE, etc.) but also clearly indicate whether students are required to produce their writing assignments for the course in either Japanese or English.

Type of Writing Assignment: Next to type, please indicate what type of writing assignment you assign. In some cases it will be difficult to know exactly how to classify the assignments, but if possible, please try to use the following categories:

Argumentative Essays: An argumentative essay requires students to assemble and evaluate evidence in order to make an argument. It is often short in length (3-5 pages).

Research Papers: A research paper requires students to conduct a significant amount of research and then write up the results. They can take the form of either summarizing trends in research or assembling the material in order to make an argument about it. Research papers range in size, usually between 5 and 15 pages.

Reaction Papers: Reaction papers are often short (1-3 pages) and require students to record their reactions to a book, article, film, or other medium.

Lab Reports: Lab reports require students to write up the results of their laboratory work.

Online Chat or Discussion Comments: These assignments include required student participation in online-based teaching tools (such as WebCT or Blackboard).

Others: This category could include such assignments as book reports, journals, or other assignments.

The list here is obviously not exhaustive and if you feel that your assignments do not fit with these categories, please write in the name of your assignment.

Length: Please indicate the minimum number of either words, characters or pages you require for each assignment.

Please note that this is an anonymous survey and there is no need to sign your name on it. I am grateful for your assistance and look forward to receiving your completed surveys.

Sincerely,
M. William Steele
Dean, College of Liberal Arts

Writing in the ICU Curriculum Survey

Please circle your divisional affiliation: H NS E L SS IS PE

Course 1

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:	Minimum Length:						Words Pages Characters
Type:							
Assignment 2:	Minimum Length:						Words Pages Characters
Type:							
Assignment 3:	Minimum Length:						Words Pages Characters
Type:							
Assignment 4:	Minimum Length:						Words Pages Characters
Type:							
Assignment 5:	Minimum Length:						Words Pages Characters
Type:							
Assignment 6:	Minimum Length:						Words Pages Characters
Type:							
Do you require your students to submit outlines or multiple drafts for your assignments?							Yes No
What percentage of the final grade is based upon writing?							%

Course 2

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:	Minimum Length:						Words Pages Characters
Type:							
Assignment 2:	Minimum Length:						Words Pages Characters
Type:							
Assignment 3:	Minimum Length:						Words Pages Characters
Type:							
Assignment 4:	Minimum Length:						Words Pages Characters
Type:							
Assignment 5:	Minimum Length:						Words Pages Characters
Type:							
Assignment 6:	Minimum Length:						Words Pages Characters
Type:							
Do you require your students to submit outlines or multiple drafts for your assignments?							Yes No
What percentage of the final grade is based upon writing?							%

Course 3

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 2:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 3:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 4:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 5:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 6:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Do you require your students to submit outlines or multiple drafts for your assignments?						Yes	No
What percentage of the final grade is based upon writing?						%	

Course 4

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 2:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 3:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 4:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 5:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 6:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Do you require your students to submit outlines or multiple drafts for your assignments?						Yes	No
What percentage of the final grade is based upon writing?						%	

Course 5

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 2:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 3:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 4:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 5:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 6:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Do you require your students to submit outlines or multiple drafts for your assignments?						Yes	No
What percentage of the final grade is based upon writing?							%

Course 6

Course Type:		Course Language:					
Number of Writing Assignments:		1	2	3	4	5	6
Assignment 1:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 2:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 3:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 4:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 5:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Assignment 6:						Words	
Type:	Minimum Length:					Pages	
						Characters	
Do you require your students to submit outlines or multiple drafts for your assignments?						Yes	No
What percentage of the final grade is based upon writing?							%

General Questions:

1. Do you require students to use a standardized bibliographic or citation format (such as MLA, Social Science, etc.)? If so, which?
2. Do explain the ICU Academic Integrity Policy to your students and require them to follow it? Do you enforce this policy?
3. Do you return graded writing assignments to your students? If so, do you include comments on the papers that describe their strengths and weaknesses?
4. How would you assess the overall quality of writing among your students?
5. What do you think the strengths are in your students' writing?
6. What do you think the weaknesses are in your students' writing?