**Hawai'i Community College: Writing Intensive Course Proposal Checklist**

**INSTRUCTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SEM/YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE ALPHA & NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # OF CREDITS: \_\_\_\_\_\_\_\_**

**COURSE TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Does the proposal meet the required guidelines?** | **yes** | **no** | **Comments** |
| **1. Minimum of 4000 words or 16 typed pages are required.** |  |  |  |
| **2.  Writing is key to understanding of course content.** |  |  |  |
| **3.  Writing process requires student/teacher interaction.** |  |  |  |
| **4. Writing is major grade determinant & explained on syllabus.** |  |  |  |
| **5.  Course enrollment is capped at 20.** |  |  |  |
| **6. English 100 completion *with grade of “C” or better* is prerequisite.** |  |  |  |

**Approval:   \_\_Yes, without reservation  
          \_\_ Yes, if following problems can be remedied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_**