

WCU Writing Fellows Program
FACULTY APPLICATION

Thank you for your interest in the Writing Fellows Program. Every effort will be made to accommodate your request for Fellows. Please read the following terms and definitions, and consult our website to be sure you understand how our program works.

Writing Fellows are talented undergraduates who have been carefully screened and trained to assist faculty with their students' writing. Fellows work for the Writing Center, and are generally assigned in pairs. Each Fellow is assigned to one course, and they work closely, and exclusively, with the students in that class for the entire semester.

Writing Fellows are expected to:

- Complete two training courses taught by Writing Center directors
- Familiarize themselves with your course syllabi and writing assignments
- Introduce themselves to your students at the beginning of the semester
- Collect drafts of each major paper in your course and respond to each student's draft in writing
- Conference one-on-one with each student on drafts of each major paper
- Provide you with records of each student consultation
- Consult with you throughout the semester to discuss assignments, expectations, and questions.

Writing Fellows are **not** expected to:

- Grade papers or make suggestions about grading
- Evaluate highly-specialized course content in student papers
- Serve solely as copyeditors or make student papers "perfect"
- Attend class meetings, except on rare occasions
- Work or meet with students over major holidays (such as Thanksgiving or Easter).

Faculty who have Writing Fellows assigned to their courses will:

- prepare at least two meaningful, well-defined writing assignments and consult with Writing Center directors about assignment design.
- include a brief description of the Fellows program in the course syllabus.
- require all students in the class to participate in the program.
- establish a "Fellows due date" approximately two weeks in advance of the final due date for each paper.
- meet with Writing Fellows occasionally to clarify expectations and/or specialized requirements.
- complete a short assessment of the program at the end of the semester.

Please remember that even if we cannot place Fellows in your course, **our program can still help you.**

We offer one-on-one consultations on designing better writing assignments. We can also help departments and academic programs establish common guidelines and goals for student writing.

Please complete the application form on the following page.

(Deadline for fall courses is July 15th; deadline for spring courses is November 15th.)

Application Form

Name: _____

Department: _____

Course(s) for which you are requesting a Fellow (ex: ENGL 123): _____

Full name (or subtitle) of course: _____

Section #: _____ Approximate enrollment: _____

Office Phone: _____ E-mail: _____

✓ **Briefly describe the writing assignments in this course.**

Give number of major papers, format or type of each paper, required lengths, and approximate due dates.

✓ **What aspects of your students' writing are you most concerned about in this course?**

✓ **Please attach a syllabus and copies of writing assignments from this course.**

If you have not yet created materials for this course, a proposed syllabus and an example of a typical writing assignment from a similar course will suffice.

✓ **Do you know a student who would make an excellent Fellow for your course?**

We welcome your recommendations and will do our best to honor specific requests. Potential Fellows should demonstrate excellent writing ability, knowledge of your discipline (if applicable), good organizational and time management skills, and a keen interest in helping others. You are not required to recommend students.

Optional: Recommended student(s) and contact information:

Submit materials to Leah Hampton, Interim Associate Director of the Writing Center; 227-3426, lhampton@wcu.edu.