University Writing Committee
Guide to JYW Course Proposals and Quinquennial Reviews

This is a compact, printable format version of the questions contained in the online proposal system used by the University Writing Committee. It is only for your reference while preparing your proposal or review. We suggest you compose longer answers in a MS Word document and then copy and paste them into the online form.

All proposals and reviews must be submitted via the online form.
Log into the online form here: https://cesd2.cs.umass.edu/umacps

Materials to Collect (In PDF Format)

1. Course syllabus for the most recent offering of the course (if multiple sections are offered under the same course number, please include a representative sample of recent courses).
2. (Optional) If your department/major offers multiple sections but does not have a standard syllabus, consider drafting a document to provide guidelines for the course to ensure consistency across sections and include it with your proposal/review.
3. Other relevant documents including assignment sheets if not described in the syllabus. These are helpful for the University Writing Committee to ensure that courses meet the expectations for Junior Year writing found here: http://www.umass.edu/writingprogram/jy/expectations.html

Part 1: Junior Year Writing Overall Department/Major Plan
(All questions on the online form have space for typed answers/comments)

1. Which major (or majors) does this JYW plan apply to?
2. How many sections of JYW courses does your major offer per year?
3. Which Junior Year Writing model listed below fits your Junior Year Writing plan? (If none, explain in the Comments.)
   • One course #, one section, one syllabus
   • One course #, multiple sections, common syllabus
   • One course #, multiple sections, separate syllabi for each section
   • More than one course #, each with a unique syllabus
   • Other (explain)
4. How do you ensure that JYW goals are consistently met in each JYW syllabus every semester? For instance, if your major has more than one JYW course, if instructors change from year to year or semester to semester, or if you have multiple sections with different syllabi, how do you ensure consistency, quality, and compliance with JYW goals?
5. Are these courses typically taught by (check all that apply)
   • Tenure-track faculty
   • Full-time lecturer
   • Part-time lecturer
   • Graduate student
   • Other

Questions about your review/proposal?
Contact uwritingcommittee@acad.umass.edu

Page 1 of 4
6. Are your JYW instructors trained in your field of study? (If instructors are not trained in your discipline, what support or training do they get so they are prepared to teach advanced writing in your unique discipline?)

7. Do you have any questions or comments for the University Writing Committee?

Part 2: Junior Year Writing Syllabus
(All questions on the online form have space for typed answers/comments)

**Course Information**

1. What is the enrollment of a section of this course?
   - a. Less than 20
   - b. 20-25
   - c. More than 25 (explain)

2. How many credits is this course?
   - a. 3 Credits
   - b. 4 Credits
   - c. Other (explain)

3. College Writing should be a prerequisite for this course. If not, please explain:
   Prerequisite:
   - a. Yes
   - b. No (explain)

**Relevant Documents**

4. Please upload the course syllabus for the most recent offering of this course. If there is more than one section for this course, upload a representative sample of syllabi (for instance, including honors sections, online sections, sections taught by tenure-stream faculty as well as graduate student Teaching Associates). Syllabi should include the following:
   - a. Course description that clearly communicates to students how the course fulfills the Junior Year Writing requirement and helps them foster more advanced writing for their discipline.
   - b. Brief descriptions and due dates for all writing assignments and related requirements (including required revision based on teacher feedback and peer review).
   - c. Bibliographical citations for texts used in the course, including a writing handbook (print or online).
   - d. Grading criteria and points-to-grade values.
     (Please attach files in PDF format)

5. Upload any other relevant documents including assignment sheets if not described in the syllabus.
   (Please attach files in PDF format)

**Writing Assignments**

6. A JYW writing course should have multiple writing assignments in the discipline. What are the writing assignments required in this course, and what’s the approximate length of each?

7. How do these assignments meet the goal of improving a student’s ability to do advanced writing in the discipline?
Drafts, Feedback, Revision

8. For which assignments do students receive teacher feedback on drafts?
9. What opportunities do students have for peer response?
10. For which assignments are students required to revise and resubmit their writing?

Writing Handbook

11. All writers need access to writing reference resources (print or on-line) for assistance with grammar, mechanics, and citation information. What writing reference do students in your course use?

Recommendations for JYW courses (optional)

12. Information Literacy. As students advance in their major, they need to learn how to locate, evaluate, and effectively use discipline-specific information in writing and other contexts. Does your course teach information literacy, and if yes, how so?

13. Career Development. Some JYW courses teach genres intended to help students apply for jobs and other opportunities (e.g., cover letter, résumé, personal statements for graduate school or fellowship applications) though this is optional. Does your course teach any career development genres like these, and if yes, how so?
Instructions on how to log into the UMass Course and Curriculum Management System and complete your proposal/review

All proposals and reviews must be submitted via the online form.

STEP 1. Log into the online form found at https://cesd2.cs.umass.edu/umacps with your NetID and Password and click Sign In.

STEP 2. Click Create a New Proposal. The Choose Proposal Type page will open.

STEP 3. Scroll down to the “Junior Year Writing” section of the page. Click a proposal type:
- Add JYW status to an existing course
- Change JYW status of an existing course
- Create a new course to satisfy JYW Requirement
- Create a Quinquennial Review of an existing JYW course

STEP 4. Confirm you want to create this type of proposal and click I Want to Proceed.

STEP 5. Select your Department or School from the dropdown menu. Click Proceed to Next Page.

STEP 6. Select the Subject and Course from the dropdown menus. If your course is not listed, click Notify us to send a message the CESD. Otherwise, click Proceed to Next Page.

STEP 7. Confirm that you want to create the proposal. To create the proposal, click Save as Draft. Your proposal will be given a title and proposal number. At this point, you can edit and save your proposal as often as you need before submitting.

STEP 8. Scroll down the proposal page until you find the “Proposal Forms and Attachments” section. To input your responses from Part 1, click Edit next to “Jr Yr Writing Overall Dept/Major Plan”.

STEP 9. To input your responses and attach files from Part 2, click Edit next to “Jr Yr Writing Syllabus”.

STEP 10. (Optional) If you need to reassign a partially completed proposal to another person, click Share Proposal or Reassign Proposal near the bottom of the page.

STEP 11. When all responses and attachments have been provided for your proposal, click Submit Proposal to refer it to the University Writing Committee for review.

Questions about your review/proposal?
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Page 4 of 4