



GLASSBORO STATE COLLEGE

Department of Mathematics

Glassboro, New Jersey 08028-1767 (609) 863-6045

Comm  
Short Term Com

## MEMO

TO: Mary Anne Palladino, Sponsor  
Janice Poley, Sponsor  
David Cromie, Chairperson Communications Dept.  
Dave Butters, Registrar  
Minna Doskow, Dean of Liberal Arts and Sciences  
Harley E. Flack, Executive Vice President/Provost  
Donna Hathaway, Senate Curriculum Committee Chair

FROM: Ron Czocho, Short-Term Course Committee Chair

DATE: May 6, 1991

RE: Approval of short-term course entitled: Writing Workshop

The Short-Term Course Committee met on Tuesday, April 20 to consider the proposal for the course entitled Writing Workshop. The course was approved for the summer of 1991 only as a 3 credit course not to be counted as college credit toward graduation. Approval was also given for multiple sections.

# SHORT-TERM COURSE PROPOSAL

## A. Course Proposal

### 1. Details

- a. **Course Title:** Writing Workshop
- b. **Sponsors:** Prof. Mary Anne Palladino, Coordinator of Freshman Writing, and Prof. Janice Poley, Coordinator of Developmental Writing
- c. **Credit Hours:** 3 credits (not counted toward graduation)
- d. **Course Level:** Freshman
- e. **Curricular Effect:** Elective
- f. **Prerequisites:** None
- g. **Suggested Time and Scale of Implementation:** Summer EOF Session (June 23–August 4)
- h. **Adequacy of Present Staff, Resources, and Facilities:**
  - The program will require a lab instructor to teach the use of Macintosh hardware and software. Thomas Kloskey, the Writing Lab Director, will be available.
  - There will also be a need for an assistant to help faculty in the lab. Bernard Bush, a current lab assistant, has agreed to work in the summer program.
  - The program will need 6 to 8 instructors for individual sections of Writing Workshop. Dr. Cromie is recruiting faculty.
  - These College facilities are adequate for the program: Bozorth Writing Lab and classrooms, and Savitz Library holdings.
- i. **Short-term Evaluations:** This is the first time the course will be offered.

### 2. Rationale

Students in the Pre-Freshman Summer Institute need writing experience to prepare them for the writing courses they will enter in the fall. Improving Personal Writing Skills and College Composition I are not appropriate for this purpose. Writing Workshop will provide a non-threatening, laboratory

atmosphere and will introduce skills which will help students to succeed in their college writing courses.

### 3. Essence of the Course

#### a. Objectives

General Objective:

To prepare EOF and MAP students for their fall semester writing courses.

Specific Objectives:

At the end of the course, students will be able to:

- Effectively use selected readings as source material for their writing
- Enter their writing into Macintosh word processors
- Edit their work using word processors
- Apply appropriate criteria to revise and edit their own work
- Apply appropriate criteria to review the work of their peers

#### b. Content

- Use of source material to develop writing
- Development of a restricted focus
- Use of specific support for a properly restricted focus
- Editing for clarity, coherence, style, and mechanics
- Use of MacWrite word processing software on the Apple Macintosh computer

#### c. Student Evaluation

Placement of students:

Students will be sectioned as follows according to Total Composition scores on the New Jersey College Basic Skills Placement Test:

Level A: 161 and below

Level B: 162–168

Level C: 169 and above

Although the course design is the same for students at all three levels, instructors will adapt their assignments and responses to the level of the specific sections they are teaching.

Students will be graded on a P/NC basis. Student writing will be reviewed by peers and evaluated by instructors. *There will be no post-testing for this course.*

**d. Course Evaluation**

There will be student evaluations at the end of the course. We will also track Writing Workshop students through completion of their freshman writing requirement to determine whether Writing Workshop is the most effective preparation for college-level writing courses.

**4. Results of Consultations**

**a. No other departments have a similar course.** There is no overlap with the summer reading course.

**b. Consultants:**

**Dr. Claude Damico, Director of Special Support Programs**

**Dr. Donald L. Davis, Acting Director of EOF**

**Prof. Midge Madden, Coordinator of Basic Skills Reading**

**Peg McFadden, Director of Testing, Basic Skills**

**Dr. Linda Ross, Acting Deputy Provost**

**Barbara Reader, Coordinator of Tutoring Services, Basic Skills**

All of the consultants understand the need for the Writing Workshop and support the proposal made by members of the Communications Department.

**c. See the attached written consultations.**

**d. If required, these consultants would be best to invite to an open hearing:** Peg McFadden, Director of Testing, Basic Skills, or her representative; and Dr. Donald L. Davis, Acting Director of EOF

**5. No additional information.**

**6. See attached catalog description.**

## Catalog Description

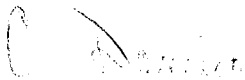
This summer session course prepares students for their fall semester writing courses. It focuses on expository writing, as well as on word processing, revising, and editing skills.

March 14, 1991

Short-Term Course Proposal Committee:

I have spoken with Mary Anne Palladino, David Cromie, and Janice Poley concerning the Communications Department proposal for a course entitled Writing Workshop (summer 1991). I support this proposal and feel that the course will meet the needs of summer EOF and MAP students.

Sincerely,


A handwritten signature in dark ink, appearing to read "Claude Damico". The signature is written in a cursive style with a large initial "C".

Dr. Claude Damico  
Director, Special Support Programs



GLASSBORO STATE COLLEGE

Educational Opportunity Fund/Program  
Minority Achievement Program Glassboro, New Jersey 08028-1701 (609) 863-5320

To: Janice Poley   
From: Dr. Donald L. Davis, Interim Director EOF/MAP  
Re: Short Term Course "Writing Workshop"  
Date: March 14, 1991

Ms. Mary Anne Palladino has discussed the details of the proposed short term course "Writing Workshop".

I agree with the concept of the course. The EOF students will be able to benefit from taking this course.

If you have any questions, please call me.

DD/by

B E H O R A D E M H

TO: JANICE POLEY  
FROM: MIDGE MADDEN, READINGS COORDINATOR, BASIC SKILLS  
RE: SUMMER EOF "WRITING WORKSHOP" COURSE  
DATE: MARCH 14, 1991

I feel that the proposed "Writing Workshop" course for EOF students this summer, 1991, is an excellent course outline which will address an important area needed for a student to succeed in college courses. In the developmental reading courses, we require our students to hand in typed final projects. In this case, the proposed course, "Writing Workshop" will also assist students enrolled in the basic reading courses. Additionally, I have found that many EOF students are poor independent learners and thinkers. The ability to compose and edit on a computer, as well as peer editing, should improve their self-reliance and their confidence to work and think independently.



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Short Term (2)

Writing Workshop -

MEMO

0601.099

TO: Mary Anne Palladino, Sponsor  
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Minna Doskow, Dean of Liberal Arts and Sciences  
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Donna Hathaway, Senate Curriculum Committee Chair

FROM: Ron Czocho, Short-Term Course Committee Chair *RC*

DATE: May 6, 1991

RE: Approval of short-term course entitled: Writing Workshop

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~~0601.099.01~~

The Short-Term Course Committee met on Tuesday, April 20 to consider the proposal for the course entitled Writing Workshop. The course was approved for the summer of 1991 only as a 3 credit course not to be counted as college credit toward graduation. Approval was also given for multiple sections.

*BZ Kelsey*  
*28 May '91*