Fast Track
General Education Foundations Course Articulation
From a UH Campus to UH Mānoa: INSTRUCTIONS

ENGLISH & ENGLISH AS A SECOND LANGUAGE

The University of Hawai‘i English/English as a Second Language Faculty Working Group invites your campus to propose that a course articulates to UHM as satisfying the UHM Foundations Written Communication (FW) requirement. If the Working Group recommends and the University Council on Articulation (UCA) approves the proposal, students who complete any section of the course in Fall 2003-Summer 2007 with a “D” grade or better will satisfy UHM’s FW requirement if they later transfer to UHM.

This is a one-time, “fast track” process described in the memo that Deane Neubauer, Interim Vice President for Academic Affairs, distributed to all Chancellors on December 24, 2002. As explained in that memo, permanent articulation procedures are to be developed.

If your campus offers a course that is equivalent to a UHM-approved FW course and if you are interested in articulating it as a FW course, please complete a proposal and submit it to the UCA Chair by February 5, 2003. The Working Group will review your proposal and make its recommendation to the UCA on February 15. The Vice President for Academic Affairs will inform you of the decision by March 3, 2003.

Instructions to propose a course

All proposals must be submitted electronically to vpaa-gened@hawaii.edu by 4:00 p.m., Wednesday, February 5, 2003.

Electronically (MS Word or Adobe Acrobat format) submit the following to vpaa-gened@hawaii.edu

(A) Completed proposal form (signatures not required on electronic submission) and complete answers to the questions to show how the course meets each of the Hallmarks. The form is available online at www.hawaii.edu/gened/vpaa_articulation.htm.

(B) A master syllabus. (If multiple instructors teach the course and use varying texts and/or assignments, include at least three representative syllabi.)

DEADLINE: 4:00 p.m., Wednesday, February 5, 2003.

After electronically submitting, mail a copy of the completed form with appropriate original signatures, supporting materials, and master syllabus to

Dr. Karl Kim, Chair, University Council on Articulation
University of Hawai‘i at Mānoa
2444 Dole St., Bachman Hall 105
Honolulu, HI 96822-2397
Fast Track
General Education Foundations Course Articulation
From a UH Campus to UH Mānoa: PROPOSAL FORM, ENGLISH/ESL

Course Information

Course: Submitting Campus:

Title & Catalog Description:

UHM Equivalent Course (check one): [Only equivalent courses may be submitted for Fast Track review.]

___ ENG 100 Composition I

___ ELI 100 Expository Writing: A Guided Approach

___ ENG 101 Composition I

Written Communication (FW) Hallmarks & Application Questions

Answer the following questions and submit the answers along with this form and at least one course syllabus.

1. Students are introduced to different forms of college-level writing, including, but not limited to, academic discourse, and are guided in writing for different purposes and audiences. What forms of writing are taught in the course? What purposes and what audiences will students address?

2. Students get guided practice of writing processes (planning, drafting, critiquing, revising, and editing) and making effective use of written and oral feedback from the faculty instructor and from peers. How will the instructors guide students and help them make effective use of instructor and peer feedback?

3. Instructors help students develop information literacy by teaching search strategies, critical evaluation of information and sources, and effective selection of information for specific purposes and audiences. Instructors also teach appropriate ways to incorporate such information, acknowledge sources and provide citations. How will instructors help students develop information literacy? How will students learn to incorporate and acknowledge sources appropriately?

4. Instructors help students read texts and make use of a variety of sources in expressing their own ideas, perspectives, and/or opinions in writing. What reading strategies will be taught? How will students learn to make effective use of sources in their own writing?

5. Students complete at least 5000 words of finished prose—equivalent to approximately 20 typewritten pages. How many pages of finished prose will each student complete?

Required Signatures

Requested by

Chair/Director

Department/Unit

Signature

Date

Approved by

Chief Academic Officer

Campus

Signature

Date

Submit to vpaa-gened@hawaii.edu by 4:00 p.m., February 5, 2003.