PROPOSED WRITING II COURSE INFORMATION SHEET

Please submit this information sheet along with the course syllabus and course request form through the Course Inventory Management System (CIMS).

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1. Title of course proposed to fulfill the Writing II requirement: _____

    _____

2. What faculty member(s) will serve as instructor(s): _____

    _____

3. a). Is this course currently being taught? Yes _____ No _____

    If yes: Number of units: _____

        Quarter(s) offered: _____

    b). What is the current enrollment?   _____

    c). What is the projected enrollment for your proposed course? _____

    d). Does the course currently use TAs: Yes _____ No _____

    If yes: Number of TAs: _____

    e). How many TAs will your department support for your proposed course (each TA will handle one writing section of twenty students)?_____

    f). How many additional TA's will you request from the College for your proposed course (each TA will handle one writing section of twenty students and should not exceed the number of TAs supported by the department)? _____

    g). Do you intend to discontinue the existing version of this course (without the writing component)?   Yes _____ No _____

4. When would you anticipate teaching this course over the next two years:
    2016-2017:   Fall_____   Winter_____   Spring_____

    2017-2018:   Fall_____   Winter_____   Spring_____

    Unsure: _____

5. Do you intend to offer this proposed course on an on-going basis? Yes _____ No _____
    If yes: How many times per academic year: _____

Please contact Myrna Dee C. Kikuchi (Tel: x4-5040: E-mail: mkikuchi@college.ucla.edu) for further information about this form and the approval process.