

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).

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:
2010-2011: Fall _____ Winter _____ Spring _____
2011-2012: 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 F. Castillo (Tel: x4-5040; E-mail: mcastillo@college.ucla.edu) for further information about this form and the approval process.