

UNIVERSITY WRITING REQUIREMENT CONTRACT
DEPARTMENT OF COMMUNICATION

THIS FORM IS ONLY FOR DECLARED COMMUNICATION/JOURNALISM MAJORS.

(Student's Name)

(Major/Emphasis)

(ID Number)

Has satisfactorily met the University Writing Requirement in:

(Course Number and Title)

(Semester/Yr)

Signed (faculty member)

Date

THE SIGNED CONTRACT MUST BE RETURNED TO THE DEPARTMENT OFFICE (HEIDE 406)

Student MUST complete the writing requirement in any course listed below.

AVAILABLE COURSES FOR WRITING REQUIREMENT

COMM 204	PUBLIC RELATIONS TACTICS II
COMM 302	PUBLIC RELATIONS STRATEGIES
COMM 422	COMMUNICATION THEORIES
COMM 424	CROSS CULTURAL COMMUNICATION
COMM 440	NEW COMMUNICATION TECHNOLOGIES
COMM 485	COMMUNICATION RESEARCH METHODS
JOURNLSM 309	MEDIA ETHICS
JOURNLSM 364	ADVERTISING AND PUBLIC RELATIONS ACCOUNT MANAGEMENT
JOURNLSM 420	LAW OF MASS COMMUNICATION
JOURNLSM 431	MASS COMMUNICATION IN SOCIETY
JOURNLSM 486	JOURNALISM CAPSTONE: PUBLIC AFFAIRS

What is the writing requirement?

UW-Whitewater students must “demonstrate writing proficiency in their majors” in order to qualify for graduation. In the Communication Department, majors must fulfill the “writing requirement,” which appears as a requirement on your Advising Report directly underneath the requirements for your major.

What do I have to do to complete my writing requirement?

Each major in the Communication Department has a list of designated courses in which you can complete the writing requirement. (See the front of this form.) These courses will include a paper as part of the coursework. Notify your instructor that you will be attempting the writing requirement in his/her class. The faculty member will grade your paper as an assignment for the class – and provide a separate evaluation for the writing requirement itself. It is possible to pass the course assignment without passing the writing requirement and vice versa.

What are the requirements for this paper?

You should find specific instructions and special requirements regarding the completion of the writing requirement on your class syllabus. However, general requirements include a length of at least eight typed pages (double-spaced with 1” margins), not including the references/bibliography/title pages. Please note: There may be discipline-specific requirements in courses such as COMM204 Public Relations Tactics II and JOURNLSM 486 Journalism Capstone: Public Affairs.

What will I be evaluated on?

The purpose of this requirement is to demonstrate your writing competence at the university level. In order to do this, you will need to:

- Organize your research paper appropriately
- Synthesize and analyze ideas effectively
- Use language effectively
- Construct proper paragraphs
- Demonstrate proper grammar and spelling
- Demonstrate appropriate use of citations, documentation, and reference/bibliography use
- Use a consistent style appropriate to the discipline (AP vs. APA) as well as other requirements as outlined by your instructor

What is my deadline to fulfill my writing requirement?

You should attempt the writing requirement by no later than the first semester of your senior year. This will give you at least one semester to meet the requirement if you are not successful on your first attempt.

What happens if I don't pass the writing requirement on the first try?

If your instructor allows resubmits, you may be referred to the Writing Lab on campus and be given one opportunity to resubmit your paper. NOTE: Not all instructors offer this rewrite option. If your first attempt is ultimately unsuccessful, you should enroll in another class which qualifies for the writing requirement in your major.

If taking one of these courses is not possible, you will need to register for a one-credit independent study (Journlsm/Comm 498). You will need to write a different paper than the one used in your first attempt.

Ultimately, do I have to complete the writing requirement?

The writing requirement is a graduation requirement and cannot be substituted or waived.