Teacher Appointment Criteria

For

ENG W131 – Elementary Composition

Statement of Intent

This document is intended to be a planning resource for the prospective instructor and the IPFW Department Representative (“faculty liaison”) who mentors and supervises the IPFW Collegiate Connection Program.

The course taught at IPFW is a rhetorically-based course in writing, with practice in writing organized, well-developed, researched papers for a variety of purposes and audiences. Some analysis of prose style and structure is included. It is expected that the high school course will follow the same pedagogical pattern.

Requirements

1. Any instructor who teaches this course must have earned a Master’s level degree in Rhetoric/Composition or English or another approved degree and have had at least five years’ experience teaching an English class at the high school level (preferably senior-level composition). In exceptional cases, this experience requirement may be waived. If that instructor has not had any graduate course work in the teaching of rhetoric and composition, the department may require he/she take the IPFW English W400/C505 course (Issues in Teaching Composition, designed for students preparing to teach writing in secondary or post-secondary settings), or participate in the Appleseed Writing Project Summer Institute prior to teaching W131.

2. The instructor is expected to develop a syllabus which meets the goals and outcomes for W131 which have been established by the Department of English and Linguistics at IPFW. A copy of the syllabus, with IPFW course number, must be forwarded to IPFW to ensure students receive credit for the course. At least two weeks prior to starting the course, the instructor will provide the IPFW English department with a copy of the course syllabus and the major writing assignments to be completed, for approval by the departmental representative.

3. The instructor will use the required textbooks and ensure that all participating students purchase, or be provided with, those same texts.

4. The instructor will move students from familiar genres into less familiar public and academic genres of writing, while teaching the students argument, rhetorical analysis, and audience analysis. The instructor will emphasize process-based writing where the students receive peer and instructor comments on preliminary drafts, and use revision strategies to improve subsequent drafts. Students who receive credit for ENG W131 will produce 17-22 pages of finished writing (on non-literary topics) while achieving the outcomes of the course.

5. The instructor is encouraged to arrange a field trip to IPFW with his/her students to visit the library and to learn about other campus resources such as the Writing Center.

6. All instructors will submit an annual portfolio, following the guidelines established by the Composition Committee for all Limited Term Lecturers in the English Department, no later than four weeks after the end of the semester. Details will be provided by the department representative.

7. The instructor is expected to attend an August workshop every year, facilitated by the department representative, in which principles of writing pedagogy and the W131 curriculum will be addressed.

8. The instructor will include a minimum of 42 contact hours for this W131 course, normally a 14-week course with three hours of instruction a week on campus. The IPFW course is capped at 22 students. If a school needs to teach the course to a larger class size, the amount of face time should be increased to ensure the instructor has sufficient time to work individually with students, and to comment on drafts and grade papers. In no case shall an instructor teach in a classroom with more than 26 students without prior permission from the Department of English & Linguistics.

9. Ideally, the instructor’s classroom would have all students registered for the W131 writing course. If the school finds it necessary to include students in the class who are not registered for the IPFW course, those students must receive the same instruction, use the same textbooks, and complete the same assignments as students registered for the IPFW course.