Guidelines for University of Florida Writing Requirement

Written assignments that count toward the University of Florida Writing Requirement should contain extended analysis and develop original, sophisticated ideas, not merely present hastily written or cursory thoughts. UF Writing Requirement assignments should include such elements as well-crafted paragraphs, a thesis or hypothesis, a persuasive organizational structure (e.g., introduction, body, conclusion; introduction, methods, results, discussion), well-supported claims, and appropriate and effective stylistic elements.

Information Instructors Must Include in Writing Requirement Course Syllabi

- In addition to the Writing Requirement S/U template, instructors of Writing Requirement classes must provide students with a rubric or detailed explanation of their evaluation criteria for written documents.
- Instructors must list information on, or link to, the university's Reading and Writing Center.
- Instructors must include a writing or style manual in the syllabus, and recommend or highly recommend that students purchase it. In addition, instructors are encouraged to recommend websites for writing support.

Procedures for Returning Graded Writing Requirement Assignments

Assignments must be returned to students with comments and a grade for words to count for the Writing Requirement. Consequently, final writing assignments should be handed in before the last week of class to enable students to access feedback readily and meet with the instructor.

The final paper may be submitted in the last week of class only if a student's earlier draft has been returned with instructor feedback. However, the instructor should then facilitate meetings with the students so that they may benefit from discussion of the grade and evaluation.

If papers are not returned by the last day of class, then comments must be returned electronically. In the case of electronic courses, the evaluation may be given after classes end but before the final grade is submitted.

Criteria for Acceptable Writing Requirement Assignments

- **Peer reviews:** While peer reviewing is a recognized and valuable editing skill, and instructors may evaluate such activities as part of the final class grade, peer reviews may not count towards the Writing Requirement word count.
- **Journals, blogs, and reflection or reaction assignments**: May not be counted if they approximate free writing and lack organization, critical thinking focus, and integration of ideas into the disciplinary context.
- **In-class writing assignments, quizzes, class notes, in-class essay examinations:** may not be counted**.**
- **Bibliographies:** May not be counted if they are simply bibliographies written for a paper or as an exercise to teach a specific disciplinary style, e.g., APA, MLA. However, extended annotated bibliographies may count for the Writing Requirement if they evidence critical thinking and in-depth analysis.
- **Brochures:** May not be counted if the assignment is mainly a design and layout exercise, using written information verbatim from another assignment or part of a paper. However, if the brochure is an independent assignment requiring separate research and writing, it may count for the Writing Requirement.
- **Poster sessions:** May not be counted if the information on the poster is merely copied from another document. However, if the poster presents new information specifically created for the poster, focused on a particular audience, purpose and context, and contains well-crafted sections of writing, then the poster may count for the Writing Requirement.
- **Drafts:** Drafts of papers and essays cannot be counted for the Writing Requirement. In addition, initial ideas expressed in pre-writing exercises, such as topic statements, free-writing, clustering, mind-mapping, outlining, may not count towards the Writing Requirement.
- **Extended writing projects:** Separate but related documents in an extended writing product (such as proposals, brochures, poster boards, progress reports) may contribute to the word count if they are not merely integrated verbatim into the final writing product.
- **Team writing assignments:** Team-written documents may not be counted for Gordon Rule credit unless clear individual sections are identified for grading, such that individual students' writing may be evaluated and graded.

Unresolved Talking Points/Queries

- *Gen. Ed. Form: list recommended cap of numbers of students in Gordon Rule classes, and faculty-student ratio?*
- *Adding rubrics and other supportive material to the website, or perhaps a few links to relevant websites.*
- *Check List – added when submitting to Gen. Ed.*
- *What is the status of AP/IB de-certification?*
- *Survey on faculty interest in Gordon Rule—teaching or training?*