



**The Center for the Study  
and Teaching of Writing**

485 Mendenhall Lab  
125 South Oval Mall  
Columbus, Ohio 43210

Phone 614-688-5865  
Fax 614-292-9244  
Email [cstw@osu.edu](mailto:cstw@osu.edu)  
Web [www.cstw.osu.edu](http://www.cstw.osu.edu)

Professor Christopher Highley  
Chair, College of Humanities Curriculum Committee  
Colleges of the Arts  
500 Denney Hall  
164 W Seventeenth Av  
Columbus, OH, 43210

Dear Professor Highley:

I am writing to request that the Center for the Study and Teaching of Writing be allowed to teach a class tentatively classified as Humanities College 550. The traditional method we have used to educate undergraduate tutors for our writing center is no longer possible. Previously, the writing center faculty coordinator would use her English 693 class as the undergraduate tutor training course. I have a doctorate in English Studies and have co-taught this class multiple times, but as a staff member, I do not receive an Individual Studies number.

In addition, establishing Hum Col 550 as the undergraduate tutor training course will make advertising and supporting this class much less confusing. It would eliminate the potential confusion arising from using the 693 call number, a number which is not intended for a class of 4-5 undergraduate students. Additionally, the use of Hum Col 550 would bring consistency to our center's offerings, since all other CSTW classes are taught through the College of Humanities.

This class is the only method we have of educating our potential undergraduate tutors about tutoring and working at writing centers. This makes it one of the most important methods of ensuring quality tutoring, as well as efficient training of undergraduate tutors.

Thank you,

Doug Dangler  
Associate Director

<b>The Ohio State University</b> <b>Colleges of the Arts and Sciences New Course Request</b>
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**College of Humanities**

Academic Unit

**Humanities**

Book 3 Listing (e.g., Portuguese)

**550 Seminar in Writing Center Theory and Practice**

Number Title

**WRTNG CTR T&P**
**U**
**03**

18-Character Title Abbreviation

Level

Credit Hours

Summer

Autumn

Winter

Spring

**X**

Year

**2008**

Proposed effective date, choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

**A. Course Offerings Bulletin Information**

Follow the instructions in the OAA curriculum manual. If this is a course with decimal subdivisions, then use one New Course Request form for the generic information that will apply to all subdivisions; and use separate forms for each new decimal subdivision, including on each form the information that is unique to that subdivision. If the course offered is less than a quarter or a term, please complete the Flexibly Scheduled/Off Campus/Workshop Request form.

Description (*not to exceed 25 words*): **Introduces students to the history of writing centers and to the theory and practice of tutoring writing at all levels.**

 Quarter offered: **Spring**

 Distribution of class time/contact hours: **2 classroom hours, 1 lab hour**

Quarter and contact/class time hours information should be omitted from Book 3 publication (yes or no):

 Prerequisite(s): **English 110; intermediate writing course in any discipline (367)**

Exclusion or limiting clause:

Repeatable to a maximum of \_\_\_\_\_ credit hours.

Cross-listed with:

 Grade Option (Please check): Letter ☐ S/U ☒ Progress ☐ What course is last in the series? \_\_\_\_\_

 Honors Statement: Yes ☐ No ☒

 GEC: Yes ☐ No ☒

Admission Condition

 Off-Campus: Yes ☐ No ☒

 EM: Yes ☐ No ☒

 Course: Yes ☐ No ☒

 Embedded Honors Statement: Yes ☐ No ☒

 Service Learning Course\*: Yes ☐ No ☒ \*To learn more about this option, please visit

<http://artsandsciences.osu.edu/currofc/>

Other General Course Information:

(e.g. "Taught in English." "Credit does not count toward BSBA degree.")

**B. General Information**

 Subject Code 239999 Subsidy Level (V, G, T, B, M, D, or P) B

 If you have questions, please email Jed Dickhaut at [dickhaut.1@osu.edu](mailto:dickhaut.1@osu.edu).

1. Provide the rationale for proposing this course:

**This course has been taught as an independent study (English 693) for the past seven years; however, we want to consolidate the writing courses associated with the Center for the Study and Teaching of Writing into one location, the College of Humanities. The purpose of this course is to train undergraduate students in all aspects of writing center work and history. It gives students firsthand experience in tutoring at Ohio State's writing center and allows them to reflect on their own writing practices in both large and small group contexts.**

2. Please list Majors/Minors affected by the creation of this new course. Attach revisions of all affected programs. This course is (check one): ☐ Required on major(s)/minor(s) ☐ A choice on major(s)/minors(s)  
☐ An elective within major(s)/minor(s) ☒ A general elective:

3. Indicate the nature of the program adjustments, new funding, and/or withdrawals that make possible the implementation of this new course.

**None – taught as part of staff member's assignment**

4. Is the approval of this request contingent upon the approval of other course requests or curricular requests?

Yes ☐ No ☒ List:

5. If this course is part of a sequence, list the number of the other course(s) in the sequence: \_\_\_\_\_

6. Expected section size: **10** Proposed number of sections per year: **1**

7. Do you want prerequisites enforced electronically (see OAA manual for what can be enforced)? Yes ☒ No ☐

8. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (*List units and attach letters and/or forms*):

Not Applicable ☒

9. **Attach a course syllabus that includes a topical outline of the course, student learning outcomes and/or course objectives, off-campus field experience, methods of evaluation, and other items as stated in the OAA curriculum manual and e-mail to [ascurofc@osu.edu](mailto:ascurofc@osu.edu).**

CONTACT PERSON NAME: Dr. Doug Dangler


E-MAIL [dangler.6@osu.edu](mailto:dangler.6@osu.edu)

PHONE: 2-1308

**Approval Process** The signatures on the lines in ALL CAPS ( e.g. ACADEMIC UNIT) are required.

1. Academic Unit Undergraduate Studies Committee Chair Printed Name Date

2. Academic Unit Graduate Studies Committee Chair Printed Name Date

3. **ACADEMIC UNIT CHAIR/DIRECTOR**  Printed Name **Richard J. Selfe** Date **3/6/08**

4. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 4132 Smith Lab, 174 West 18<sup>th</sup> Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to [ascurofc@osu.edu](mailto:ascurofc@osu.edu). The ASC Curriculum Office will forward the request to the appropriate committee.

5. **COLLEGE CURRICULUM COMMITTEE** Printed Name Date

6. **ARTS AND SCIENCES EXECUTIVE DEAN** Printed Name Date

7. Graduate School (if appropriate) Printed Name Date

8. University Honors Center (if appropriate) Printed Name Date

9. Office of International Education (if appropriate) Printed Name Date

10. **ACADEMIC AFFAIRS** Printed Name Date