It is the responsibility of the departments and programs to provide their majors opportunities for fulfilling the Writing Requirement of the college. Individual instructors must secure departmental approval for creating writing practica. This writing requirement may be satisfied in either of two ways: by taking a 4-credit-hour Writing Course or by adding a 1-credit-hour Writing Practicum to a 3-credit-hour course at the 3000 level or higher. The second semester of Honors Thesis, which carries 4 credit hours, may also complete this requirement if it meets the criteria detailed below. Normally an SLA course taught at Tulane can carry no more than 4 credit hours. A 3-credit-hour course can be increased to 4 without increasing the number of hours of classroom instruction by the addition of a 1-credit-hour Writing Practicum or of a 1-credit-hour Service Learning component, but not both.

Each department should adopt a policy defining the categories of courses that may or should offer a writing practicum. For example, a department may decide that all capstone courses should offer a practicum, or that all courses at the 4000 level or higher may offer a practicum. It may limit offerings by course type or by instructor appointment category. Each department/program should designate the writing practica when that semester's Schedule of Classes is being planned, so that writing practica can be listed in the schedule when course listings become available to students.

Criteria for a course to be considered writing intensive:

1) At least 5000 words (20 pages) of expository, analytical writing, whether distributed among a number of short assignments or fewer, longer papers. Creative and technical writing assignments do not qualify for inclusion.
2) Sole authorship by an individual student.
3) Regular, detailed evaluation by the instructor of the written work for organization, content, grammar and technical presentation.
4) Revision of at least one project totaling 2500 words, with re-evaluation by the instructor.

Procedures for establishing a course as writing intensive:

1. For a 4-credit writing course (The course will always be offered as writing intensive and all students in the course will satisfy the writing intensive requirement.)

   Department chairs wishing to convert an existing 3-credit-hour course into a 4 credit-hour Writing Course should submit a justification for the request, a syllabus, and a Course Proposal Form to the SLA Undergraduate Curriculum Committee for its approval. Once approved, such changes are permanent and can be reversed only with SLA Curriculum Committee approval.

2. For a 1-credit writing practicum associated with a 3-credit course at the 3000 level or higher (The practicum is offered at the discretion of the department. The instructor may limit the enrollment in the practicum.)

   Setting up a Writing Practicum does not require SLA Curriculum Committee approval. With the consent of the course instructor, and within the limits of departmental policy, a department chair can instruct the Registrar to create a writing practicum. Practica are numbered 3880, 4880, 5880, etc., depending upon the level of the associated course. Each practicum section should be paired to a specific course and should carry the name of the instructor of the 3-credit-hour course to which it is attached. There is a separate grade for all Writing Practica. A letter grade must be assigned for both the course and the practicum; the S/U option may not be used to satisfy the writing requirement. A passing grade must be earned in both the course and the practicum.
Forms for adding Writing Practica can be found on the Registrar’s website here: http://registrar.tulane.edu/forms/Schedule%20Addition%20Form.pdf