

Procedures for Applying for WAC Certification

Contact person: Prof. Kate Garretson, WAC Certification Coordinator, 646 320 8612

1. For an overview of the certification process, please visit our website at:

www.kbcc.cuny/WAC

Click on “WAC for Faculty” and look at our Powerpoint presentation.

2. Speak to your Chair to be sure he or she thinks you’re a good candidate.

Discuss the Spring 2019 **course** you want to work on during the Winter certification training. Your task will be to make it more reading and writing intensive in alignment with your teaching/learning goals for this particular course.

- You must have taught the course at least once at Kingsborough.
- Pilot: You must be scheduled to teach the course in Spring 2019 and it should be designated “writing intensive” with an enrollment cap of 25.
- It must meet for at least 3 hours.

As part of this conversation, arrange to receive **reassigned time** during the Spring piloting semester. See the attached "Reassigned Time" page for the details (p. 2)

3. Fill out the attached **application form** (p.3). You may also download one from our website: www.kbcc.cuny/WAC

4. Attach hard copy of your **current syllabus** for the course. Since you have already taught this course at Kingsborough, you have a personal syllabus; don’t send us a generic departmental syllabus. Remember, it must be a course you have taught at least once at Kingsborough.

5. Send or **bring the application with attached syllabus** to: Prof. Gordon Alley-Young, WAC Coordinator for the Writing Intensive Program, and Chair, in E309.

If you are already teaching on a writing intensive basis, and have received training elsewhere, you may be eligible to become certified without completing our certification process. Consider Option C. See the KBCC WAC website for more information.

Guidance on Reassigned Time: WAC Certification Training, Course Pilot, and Portfolio Submission

As a candidate for Writing Intensive Certification, you will receive three hours of reassigned time for the following. 1. Completing the certification training over the Winter module, including the submission of a provisional course portfolio by February 15. 2. Piloting a section of your revised course during the Spring term. 3. Submitting a final revised course portfolio with sample student writing by June 30th.

In order for you to have the time to reflect on and revise course materials as you progress through your course pilot as well as revise and submit your final course portfolio at the end of the semester, **you will be provided three hours of reassigned time while you pilot your newly designed syllabus during the Spring semester.**¹

If you are an adjunct faculty who wishes to participate in the WAC Program, you may be assigned the equivalent of 3 semester hours (75 NTA hours) as part of your 9 hour total in the Spring semester as you pilot your course.²

All full-time and adjunct teaching and non-teaching assignments must be approved by your Department Chair. If you have questions concerning eligibility and procedures for reassigned time in the Spring term, you should speak with him, her or them.

¹ According to CUNY's multiple position policy, faculty members are paid a salary for all obligations during their period of annual appointment. When a non-teaching work assignment exceeds the normally expected service obligations, faculty may be provided reassigned time to be counted as part of a faculty member's regular workload.

² Adjunct faculty are limited to a workload of 9 hours each semester (the equivalent of three, 3-credit courses).

APPLICATION FORM
WAC Certification Seminar with Piloting (Options A and B) and Option C

Please fill out this form and attach the syllabus for the course you intend to make more reading and writing intensive. Submit to: Communications, E309, Prof. Gordon Alley-Young, Chair.

Your name:

Your home telephone number for emergencies and preferred email:

Which course will you revise during the Winter and then pilot during the Spring?

- The course must be at least a 3 credit course.
- You must have taught this course at least once at KCC.
- You must be scheduled to teach it Spring semester; your department has designated it writing intensive with a cap of 25 students. Note: Once students have enrolled, it is difficult to cancel this section.

NUMBER AND NAME of the course (i.e. SOC 31: Introduction to Sociology)

I am a full-time, tenure-track faculty member. _____ Yes _____ No
If no, what is your current status?

My Chair and I have discussed the course I will revise _____ Yes _____ No
and we have organized my reassigned time for Spring term.

I WOULD LIKE TO PARTICIPATE DURING WINTER 2019
(Please check one and submit this form with your current course syllabus attached):

_____ A. On-campus, face-to-face seminar. I am able to attend all 9 sessions, beginning December 12, and Mondays/Thursdays 1 - 3:30 in January, will post assignments to a blog, and will submit a draft course portfolio of revised work by mid February.

_____ B. Online tutorial. I am able to do this work between December and February and I have the online skills and discipline to work independently on a personal blog. I understand the reading and writing assignments of the tutorial will take at least 50 hours and I must maintain a schedule for module completion that allows me to interact with others online in a timely fashion. I will submit a draft course portfolio by mid February.

_____ C. I intend to assemble a final certification course portfolio according to WAC requirements. I understand I will not receive compensation and I do not have to pilot the course. After receiving certification, I may teach any of my sections/courses on a writing intensive basis.

Note: *An orientation session will be held on **December 12, 2018 on Reading Day**. Please hold the date. You will meet all the other certification candidates and take possession of your blog(s).*