

HOW TO ENRICH YOUR COURSES WITH WRITING ASSIGNMENTS

- **Add a Proposal and a Progress Report to Term/ Research Papers**

If you have assigned a Term/ Research paper to be submitted at the end of the term, ask the students to submit a Proposal and a Progress Report during the 4th and 8th weeks of the term. The Proposal will encourage students to plan the term/ research paper early and will allow you to provide feedback on the topic, data collection procedure, organization, and the working bibliography. The Progress Report will ensure that students proceed with their data collection and writing in a timely manner (instead of waiting till the end of term) and that they reflect on their writing. Planning and reflection require thinking, which leads to better writing. You could assign about 10% of the course grade to each of these brief writing assignments.

The *WAC teaching assistants* will help you to provide feedback on the Proposals and Progress Reports. Suggested assignments for the Proposal and Progress Report are given below.

Proposal

PURPOSE

To identify and describe a topic for your Term/ Research paper

CONTENTS OF THE PROPOSAL

1. Introduction
2. Title and purpose of the term/ research paper
3. Procedure or method of collecting data (library research, field research, lab work, etc.)
4. Organization of the term/ research paper (Introduction, Background, Literature Review, etc.)
5. Working Bibliography of at least 10 sources.

FORMAT

The Proposal should be about 2 pages long, including the working bibliography.

DUE DATE

Progress Report

PURPOSE

To report on the work you have done so far on your Term/ Research Paper

CONTENTS OF THE PROGRESS REPORT

1. Introduction
2. Title and purpose of your paper
3. Work done so far
4. Problems encountered and how they were handled
5. Changes from the Proposal, if any
6. Reasons for the changes
7. Plans for the next 4 weeks

FORMAT

The Progress Report should be about 2 pages long

DUE DATE