

**Pittsburg State University  
College of Education  
Writing to Learn Substitution Contract**

For each Writing to Learn course you are requesting a substitution, you must complete a contract. Please read the following instructions carefully and complete the form accordingly.

1. The student will find a faculty member in his or her major or minor discipline who is willing to work with the student in the following manner:
  - a. The faculty member agrees to assign and respond to the student's writing on a regular basis.
  - b. The assignments will teach the student the methods and style of writing in the discipline.
  - c. The faculty member agrees to **assign at least five writing assignments, of at least three pages each, spread out over the course.**
  - d. The faculty member agrees to work with the student on his or her writing, allowing revisions of formal papers.
  - e. For informal writing (such as journals) or for constructing lesson plans, the faculty member will devise appropriate requirements that will help develop the student's critical thinking abilities, as needed for the discipline.
  
2. **The student will perform all writing assignments in a timely manner, following the instructor's guidelines on form and quality. If at any time the faculty member decides that the student is not performing the work in good faith, he or she may terminate the writing portion of the course and must notify both the student and the Dean.**

**At the end of the course, the dean might ask to see evidence of the student's work. (No faculty member is expected to do this extra work. It is entirely at his/her discretion.)**

**I agree to fulfill the requirements of this contract:**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

Student ID # \_\_\_\_\_

FACULTY \_\_\_\_\_ DATE \_\_\_\_\_

Course Name and Number \_\_\_\_\_

Under the advice of (advisor's signature) \_\_\_\_\_

With the Dean's approval \_\_\_\_\_

*To be signed at the completion of the course:*

\_\_\_\_\_ has completed the writing requirements for this course.

Student Name

FACULTY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEPT. CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Copies of this contract should be kept by the student, the helping faculty member, the advisor, and the Dean.