



## Writing Emphasis Course Review Process Faculty Guidelines Form

WINC requires W instructors to provide documentation to justify their course's W designation. We ask you to attach a course outline/syllabus and necessary example assignments that reveal your course's W qualifications. We ask that you label your documents numerically as in the attached example, so WINC members can see which portions of your documents relate to the items in the guidelines below.

### **Part I: Syllabus and Appropriate Course Documentation**

Indicate in your course materials where you:

1. State the course is Writing Emphasis.
2. State the prerequisite for the course is ENG110 or equivalent.
3. Explain that in a W course, students will learn to write specifically for your discipline.
4. Explain the weight of written work in your course grading scheme. (W course policy suggests that written work should constitute a significant portion of the final grade.)
5. Name campus resources available to students who want help with writing and revision (e.g., Writing Center, professor's office hours, department's extra help hours). Also indicate whether students are offered incentives for seeking out extra help.
6. State that the students will use writing to achieve various objectives in the course: to learn and then demonstrate mastery of course concepts; to reflect on the process of learning; to communicate views and ideas; to reiterate, interpret, criticize, and or apply what has been learned; and to evaluate and assess student progress.
7. Share materials with your students that demonstrate the hallmarks of effective writing in the discipline. (You might consider using student essays that have earned high grades, essays you have written, journal articles from your field or samples from textbooks.)
8. Explain how you incorporate revision into your writing assignments and whether students are offered incentives for doing so.



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### Part II : Writing Activities

*Formal Writing Activities* include writing that is revised, graded, and expected to meet conventions of good writing for the discipline. WINC recommends that students write approximately 2000 - 2500 words (8 – 10 pages) of formal writing in a W course.

9. Indicate in your course materials where you make clear to the student what must be done in order to submit a high quality paper and how the paper relates to the course:
  - a. the format and length,
  - b. the audience you want the students to address,
  - c. the purpose of the assignment,
  - d. how the assignment relates to course objectives,
  - e. discipline specific style of writing (e.g., legal brief, formal lab report, social science paper),
  - f. citation style, if appropriate, and
  - g. expectations for a successful paper.

*Informal Writing Activities* include any ungraded writing intended to help students learn course concepts more fully. Informal writing activities (e.g.: journals, reaction papers, notetaking, ungraded quizzes and responses, assignment paraphrases, freewriting and brainstorming) are as valuable as formal writing assignments. These activities, often overlooked by many instructors as a part of their writing instruction, enhance your W course.

10. Please provide examples of the kinds of informal writing exercises you use in your class.

### Part III: Follow-Up Question to Consider After Completing W Course

Do you consider the writing assignments a success? What, if any, changes you will make to the assignments the next time you teach this course.