# Approved Checklist for Courses in the Freshman Composition (FC) Sequence

The fields below that are shaded in yellow should be completed by the person submitting the designation:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Catalog Description</td>
<td></td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td></td>
</tr>
</tbody>
</table>

The fields below should be indicated by the department head or program director:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair or Director</td>
<td>Reviewer</td>
</tr>
<tr>
<td>All classes are taught by GTA’s or instructors with a minimum of 18 hours graduate coursework.</td>
<td></td>
</tr>
<tr>
<td>Class sizes should be consistent with national standards, as follows:</td>
<td></td>
</tr>
<tr>
<td>For EN 101/102, maximum enrollment of 24</td>
<td></td>
</tr>
<tr>
<td>For EN 103/104, maximum enrollment of 18</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the required syllabus components below by number next to the relevant portion of the syllabus.

The fields below should be indicated by the instructor:

<table>
<thead>
<tr>
<th>Number</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Revision, with attention to purpose, development, style, grammar, punctuation, and spelling</td>
</tr>
<tr>
<td>2.</td>
<td>Collaboration</td>
</tr>
<tr>
<td>3.</td>
<td>Varied rhetorical strategies</td>
</tr>
<tr>
<td>4.</td>
<td>Audience awareness</td>
</tr>
<tr>
<td>5.</td>
<td>Conventions of academic writing</td>
</tr>
<tr>
<td>6.</td>
<td>Citation formatting</td>
</tr>
<tr>
<td>7.</td>
<td>Metacognition-thinking about writing habits</td>
</tr>
<tr>
<td>8.</td>
<td>Availability of the instructor outside the classroom</td>
</tr>
<tr>
<td>9.</td>
<td>Number of class meetings devoted to writing instruction</td>
</tr>
<tr>
<td>10.</td>
<td>Six writing assignments totaling 6500 words</td>
</tr>
<tr>
<td>11.</td>
<td>Prompt return of all writing assignments (ie, before the next assignment is due)</td>
</tr>
<tr>
<td>12.</td>
<td>Freshman-level proficiency in writing required for a passing grade</td>
</tr>
</tbody>
</table>