Approved Checklist for W-Designated Courses

Courses being considered for the Writing (W) designation should be 300 or 400 level courses, build on students’ competency in academic writing skills, and aim to extend those skills, as appropriate, through the instruction of normal writing standards for their major discipline of study.

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

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>College &amp; Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Catalog Description</th>
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Reviewer

- Taught and graded by instructors who have at least the Master’s degree
- Instructor is willing and able to teach writing skills as needed to assist students in meeting the writing requirements of the course.
- Class size less than or equal to 35 students
- Multiple sections of the course taught by various instructors will include a description of the kind and amount of writing that is both specific and consistent
- If cross-listed, a written statement that materials submitted for cross-listed courses apply to all departments involved in teaching the course
  - Identify other course listings by prefix(es) and number(s)

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 course instructor:

1. Course description includes statement "writing proficiency within this discipline is required for a passing grade in this course." This stipulation must be in the syllabus, in the course description, and in any other official descriptions of the course.

2. Course syllabus indicates that written assignments require coherent, logical, and carefully edited prose. These assignments should require students to demonstrate higher-level critical thinking skills, such as analysis and synthesis.

3. Course syllabus indicates that students’ writing will be graded and commented upon and become part of the assigned grade. A student who does not write with the skill normally required of an upper division student in the discipline will not be given a passing grade, no matter how well the student performs other course requirements.

4. Course syllabus indicates that at least two written, individual assignments are required; group writing assignments or group reports are not appropriate.

5. Course syllabus indicates that one of the written assignments will be graded and returned by mid-term.

6. Course syllabus must make all evaluation criteria for writing assignments clear to students when writing assignments are first given, not when writing assignments are returned.