

WI Course Revalidation Checklist

Course
Number/Name: _____

Date of Review: _____

Name(s) of Course
Professor(s): _____

Department Chair's Summary Recommendation:

- Revalidate for 5 years
- Redesign and resubmit for WI approval
- Delete WI designation

Signature of Department Chair: _____

Instructions:

1. Question 1 should be completed by the course instructor(s); question 2 should be completed by the department chair.
2. Instructors will need to provide syllabi, WI project due dates, grading schemes, and writing prompts to their department chairs for review and a recommendation regarding WI revalidation. Please forward these supplementary materials to the WAC Committee.
3. When completed, give this form, signed by the Department Chair, to one of your school's WAC Committee representatives. If you are deleting a course's WI status, you should also provide a curriculum amendment form.
4. WAC representatives will forward recommendations to the WAC Committee for consolidation with others, and transmittal to Academic Council.

1. Describe how writing will be used to help meet discipline-specific course objectives.

2. After reviewing the syllabus and class schedules:

a. WI project due dates are spread (rather than clustered) throughout the course (spreads workload and encourages rewriting of drafts).

Acceptable Needs Improvement Unacceptable

b. The grading scheme shows 30% or more of the course grade based on WI elements.

Yes No

c. All WI requirements such as essays, term papers, journals, case studies, projects, lab reports, etc., are listed and cumulatively meet the following standards:

- i. A typical 300/400 level course requires a total of 16-20 double-spaced pages for the WI elements.
- ii. A typical 200 level course requires a total of 10-16 double-spaced pages for the WI elements.

Yes No

d. There is a requirement for some of the WI work to undergo a process of peer-review and/or substantial revision.

Yes No

e. Sample writing prompts are current and relevant to the course objectives.

Yes No

f. Revision and scoring criteria for peer reviews and teacher evaluations are shown.

Yes No