

Checklist and Guidesheet for RWE/Enhanced Gen. Ed. Course Proposals

RWE Approval Process:

- **Step 1** – Submit this completed form and your proposal/syllabus, along with other relevant materials to the RWE Coordinator *at least two weeks prior* to the Faculty Meeting at which you hope to get the RWE Enhanced Course approved.
- **Step 2** - Finalize the course proposal/enhancements, as per the recommendations of the RWE Coordinator.
- **Step 3** – Submit the course proposal/enhancements to the appropriate Area or Division for approval.
- **Step 4** – Submit the course proposal/enhancements to GECC as per their timeline for reviewing course proposals and enhancements.

Please feel free to meet with RWE Coordinator, Dr. Heather Falconer (heather.falconer@curry.edu), at any step of the process, even if you are just considering ideas for an RWE Enhanced course in the future.

Checklist: RWE enhanced courses should fulfill the following requirements.

_____ Students produce a minimum of 15 pages of both low-stakes (writing-to-learn and graded for completion) and high stakes (formal and graded according to specified criteria) writing assignments.

_____ Students practice the following:

- _____ pre-writing
- _____ multiple drafts
- _____ professor feedback on drafts to aid in the revision and editing process
- _____ revision of drafts to enhance thinking and writing skills
- _____ reflective writing that articulates growth and/or changes in their writing abilities.

_____ Students complete an inquiry-based writing project (provide example or assignment).

_____ Students analyze rhetorical structures used by writers in order to practice the skills of analysis and summary, as well as to learn how writers structure their content.

_____ Students use writing as a form of thinking & problem-solving within the discipline.

_____ Students learn how to appropriately use and document sources within the field.

_____ Students attend to the mechanics, punctuation, and structure of their written documents.

Pedagogy and Description: In short answer format (1-3 sentences), please respond to the questions below. Feel free to use a separate sheet, if necessary.

1. Describe how you use writing to teach subject-area content.
2. Describe how you use writing to teach the conventions of discipline-specific thinking and writing, as well as documentation methods in your field.
3. Describe how you sequence writing assignments, or how one assignment builds upon content and/or skills learned in prior assignments.
4. Describe how you use feedback and revision to help students re-think their ideas through writing.
5. Describe how you work with students on proofreading and editing their writing.

Name: _____

Area/Department/Division _____

Course Proposed: _____ for _____ Semester

Date Submitted to RWE Coordinator: _____

For RWE Coordinator: Date Received:

____ Approved

____ Approved, with the Following Revisions

____ Revise and Re-Submit

____ Rejected

Explanation: