



WID COURSE PROPOSAL FORM

Submission Deadlines

- **Dec 1** for the *following* Fall-term & Summer-term courses
- **April 1** for the *following* Spring-term courses

Instructions

1. Answer all **proposal form** questions below. Fields are expandable to accommodate any response.

2. Create a **syllabus** that clearly indicates the WID values and components, along with a **course calendar** clearly integrating all writing assignments—drafts, revision, and peer response. All major writing assignments must be described either on the syllabus or on optional assignment sheets.

3. Attach the **completed proposal form + syllabus + course calendar** (+ optional assignment sheets), via email:

To: WIDprogram@gwu.edu

Cc: [Your department's Courseleaf administrator]

Subj: [Course Code] WID Proposal – [Term] [Year]

4. Contact your **department's Chair and Courseleaf Administrator to initiate the creation of a "W" version of your course in Courseleaf**. This will be submitted as a "new course" in the workflow. Note: This step can be done simultaneously, while your proposal is in review by WID.

Courseleaf Workflow

- Faculty —→ Submits syllabus + proposal to WID via email.
- Dept. Admin. —→ Initiates new "W" course in Courseleaf.
- Dept. Chair —→ Reviews syllabus for language/features required by GW.
Approves request in Courseleaf.
- WID Director —→ Reviews syllabus and proposal for WID features; emails faculty with suggested revisions. Approves in email after a revised syllabus has been submitted. Appends new syllabus to Courseleaf request and approves W-course.
- Acad. Editor —→ Reviews syllabus, GPAC, and course descriptions.
- Acad. Planning —→ Approves for Bulletin. W-course added to Banner.

Check Courseleaf to confirm that the Workflow is complete!

Once the workflow is complete, both you and your Dept. Courseleaf Admin. will need to coordinate with cross-listed departments, to link your new W-course with W-sections in those respective departments. Double-check the Schedule of Classes to confirm the linked sections.

Date/time form was submitted:	8/11/2020 4:03 PM
Faculty & Department Information	
Faculty Name:	
Faculty Home Department:	
Faculty Email:	
Dept. Courseleaf Admin Name:	
Dept. Courseleaf Admin Email:	
Dept. Courseleaf Admin Phone Number:	
Department Chair Name:	
Department Chair Email:	
Director of Undergraduate Studies (DUS) Name:	
Director of Undergraduate Studies (DUS) Email:	
Course Information	
First term this course will be offered as a WID on the Schedule of Classes (i.e. Term + Year):	
Proposed Course Code (e.g. ENGL 3900W):	
Course Title:	
No. of Credits:	
Class Size (estimated):	
Is this an existing course in the bulletin (i.e. non-WID)?	
Are there any prerequisites?	
Will this course be cross-listed with another department? If so, please list the x-listed course codes here.	
Is this course being offered as a Special Topic/Variable Topic?	
Are you proposing offering both WID/non-WID sections of this course at the simultaneously within the same semester?	
Will you be x-listing this WID section with a <i>non-WID</i> section in another department?	
Courseleaf Checklist (Yes / No)	
I will attach a course syllabus that includes a calendar showing WID assignments:	
My syllabus clearly communicate to students how all four WID criteria below are met:	
All writing assignments are described on the syllabus or included in (optional) assignment sheets as attachments:	
Our department's Courseleaf admin will create a "W" version of my course in Courseleaf:	
I (or my department's Courseleaf admin) have coordinated with all departments who will cross-list my new WID course:	

WID Course Criteria

Below, please explain how the course will work toward each of the WID course criteria. You may include syllabus language here, but please go beyond that to explain the importance of the kinds of writing you are assigning and how attention to student writing is shaping your course design more globally.

1. A WID course will teach students to **write in modes characteristic of the discipline** or interdisciplinary field, attending to the **discipline's genres, purposes, and audiences**. Please explain how course assignments encourage students to practice effective communication in ways appropriate to the discipline, e.g., through the writing **formats, styles, methods, and values** of the discipline.

2. Students will **write throughout the course**, rather than merely as a culminating project. A WID course will stage writing assignments—including **drafting and revision**—that build upon each other in some way throughout the course, providing **scaffolding support as needed**. Please explain how this will take place during your course. Reference to the course calendar may be useful.

3. A WID course will ask students to draft and revise in response to **substantive feedback from faculty and from peers**. Each student should gain **practice in providing meaningful peer response**. Please explain how this will take place during your course.

4. A WID course will value this work by **counting graded writing**—excluding timed exams—**as 40 percent or more** of the final course grade. Please indicate how much final graded writing your students will produce in the course, why this amount of writing is appropriate for the specific discipline, and how much each final piece is worth in the course grade.

Bulletin Course Description. This should include brief reference to the **writing goals** of the course, which may be integrated into your other course goals.

Non-WID conversion to WID. If this is an application for converting an existing non-WID course into a WID course, **please describe changes made** to the course to meet the WID requirements. Also, please **indicate whether the non-WID version will be deleted** or kept on the Bulletin.

Note: we **strongly discourage offering non-WID and WID versions** of a course at the same time, especially within the same section. **We will not approve student petitions** to count the non-WID version towards their WID requirement.