

General Education Express Submission Form for Written Communication Courses

Submitted by: _____ Date: _____

Course number: ____ - _____ Course name: _____

Is this ☐ a template for all instructors, or ☐ specific to one instructor?

Was this course already approved as a Writing Intensive course under the earlier GE requirement? ☐ yes

Please comment or mark on an attached syllabus (“#1,” “#2”, and so on) where each certification criterion is met, with comments that explain the connection if it is not obvious and that list course activities (lectures, readings, assignments, etc.) that address it. *To help you compare, the earlier GE requirement language follows in italics.*

1. Syllabus explicitly identifies the course as a written communication course, and it clearly defines expectations for performance.
2. Informs students that their writing will be evaluated for rhetorical awareness (audience-centered appeals), rhetorical sensitivity and mobility (discipline-appropriate language use), content/message, form/organization (structure, transitions), and style (grammar/syntax/punctuation, artfully constructed sentences).
3. The course requires sufficient writing: at least four writing assignments totaling at least 4000 words.
4. Writing is spread throughout the course in a sequence of related assignments rather than concentrated in a large paper at the end. (These activities may include journal writing, article reviews, essays, research papers, scientific lab reports, business reports and plans, paper revision and editing assignments, revisions of sections within a term-length project, peer reviewing and editing, etc.)
5. The course provides significant writing instruction or includes a substantive assignment in which students submit at least one draft for comments from the professor and then revise the draft to take account of these comments.
6. Syllabus includes this Student Learning Outcome: “Students will demonstrate strategic written communication that is informed by rhetorical situation, audience, genre, and purpose.”

Procedure: If you can, please discuss submissions as a whole department before submitting. The GE committee prefers you use the comment feature in Word to annotate the syllabus, but if it saves you time and trouble you can scan a (legibly) marked up hard copy. Email this form and your syllabus to tnazarenko@westmont.edu.

Thank you!