I. WI Course Syllabi and Related Materials
   a) To construct or to update your WI course syllabus and related materials, please review and apply the November 2017 WI course criteria.
   b) Submit with this proposal form the following: WI Course syllabus, relevant course materials and handouts, and the departmental WI course position statement. Please include this statement (or a synopsis of it) in both the course syllabus and in the catalogue course description.
   c) For assistance, please contact Pamela R. Fletcher, St. Catherine University Director of Writing, wip@stkate.edu.

II. WI Course Pedagogy and Departmental Oversight
Please answer the following questions:
a) If you’ve offered this course as a topics course and are now applying for new course approval, what changes, if any, have you made to the WI curriculum since the course was initially offered? If not applicable, please state “N/A.”

b) Describe briefly the pedagogical rationale for choosing this course as writing intensive.

c) What writing skills should students be able to demonstrate upon leaving the course?

d) If this course is being offered to fulfill the WI requirement for majors/minors, how will your department ensure that all transfer students will take it?

e) How will your department ensure that every faculty member assigned to teach this course will attend the required annual faculty development session?

f) To ensure uniformity of writing assessment across the university, the Writing Committee will adapt/apply the AAC&U’s Value Rubric for Written Communication as a best practice for writing assessment. *

Please review carefully the attached AAC&U assessment materials and indicate that you have reviewed them and will adapt/apply the rubric to assess writing in your WI courses(s).
Signature of faculty member submitting the proposal _________________________

Action taken by Department

_____ Approved

___Forwarded without approval

Signature of department chair ____________________________

Action taken by Writing Committee

___Approved as submitted.

___Returned for further information or revision (See attached memo.)

Date _____________ Signature ____________________________

11/17