Review Instructions:
The review process includes a review of both the WIP Course Proposal Form and the accompanying course syllabus.

Please:
✓ Review the proposal form first.
✓ Use the following checklist to conduct each review.
✓ Write brief, clear notes regarding each item, both where the instructors meets the criterion and where they need to revise, add, etc.
✓ Offer an overall comment about the quality, strengths, and weakness of the documents.
✓ Send your completed form for each review to Pamela R. Fletcher at wip@stkate.edu

If you need the Course Proposal Form and WI Syllabus Criteria, please get them at the WIP Website: https://www.stkate.edu/academics/academic-resources/writing-intensive-program

I. WIP Course Proposal Form

1. Is there a completed course proposal form with the syllabus?
   Yes_____   No____

2. Does the form answer each question clearly and thoroughly?

   See Page 2, II. Pedagogy and Departmental Oversight

Please note that a-f below correspond with a-f listed on the course proposal form.

a. Yes_____  No_____  N/A_____  Comments?
II. WIP Course Syllabus

a. Evident departmental/course WI position statement?
   Yes____ No____ Comments?

b. Evidence of a variety of informal and formal writing assignments?
   Yes____ No____ Comments?

c. Evident brief explanation of each writing assignment, including purpose and audience?
   Yes____ No____ Comments?

d. Evidence of at least 10-15 pages of graded, formal writing?
   Yes____ No____ Comments?

e. Are writing assignments at least 30% of overall grade?
   Yes____ No____ Comments?
f. Evidence of an intentional writing process entailing at least one major writing assignment with required drafting and revising?
   Yes____   No_____   Comments?

h. Evidence of specific dates for instructor and peer (optional) review of drafts?
   Yes_____   No_____   Comments?

i. Evidence of the usage of an appropriate writing text/resource?
   Yes_____   No_____   Comments?

j. Evidence of the discipline’s documentation style for writing papers?
   Yes_____   No_____   Comments?

k. Evidence of course/departmental/university statement re: academic integrity?
   Yes_____   No_____   Comments?

l. Evidence of clear criteria for grading writing assignments?
   Yes_____   No_____   Comments?

m. Evidence of O’Neill Center information?
   Yes_____   No_____   Comments?

n. Evidence of Library research assistance information?
   Yes_____   No_____   Comments?

Overall Comments/Recommendation?