

A Checklist for Writing Courses

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- **Planning the amount of writing.** Will students be writing at least 5,000 words (20 pages), evenly distributed, over the course of the semester?
- **Pacing and sequencing writing assignments.** Are the writing assignments evenly distributed over the semester? Is there at least one week between the time a student receives comments on a draft and the date that a revision is due? By mid-term, what percent of the students' work will be commented upon and returned with a grade?
- **Responding to student writing.** When will students receive comments on drafts of their writing? From whom will the students receive comments? peers? the instructor? Both?
- **Describing the writing assignments.** Are the writing projects clearly outlined in the syllabus? In addition to describing how the writing relates to the course objectives, it's useful to list page-length guidelines, draft dates, the manner and type of response the students can expect on their drafts, and final revision dates for each writing project. This information gives students an overview of the "W" component of the course.
- **Grading policies.** Is it clear how much each aspect of the course is worth?
- **Specifying the evaluative criteria.** A "W" course should identify for students the specific criteria for evaluating their written work.