



WID courses carry a “W” after the course number and are completely separate courses from any non-WID versions that may also exist. New WID courses are approved by the WID director in Course Leaf before they go to the Dean’s office for final approvals and entry into the Bulletin. We have streamlined this process; here are the steps:

1. Discuss the proposed course with your department chair and/or director of undergraduate studies, as needed.
2. Draft your syllabus and course calendar as one document and email to [WIDprogram@gwu.edu](mailto:WIDprogram@gwu.edu); please cc: the WID director, currently Phillip Troutman, [trout@gwu.edu](mailto:trout@gwu.edu)), with Subject: “New WID: [Course number].” The syllabus should address all [WID criteria listed on our website](#); the 15-week calendar should integrate drafts, revisions, peer review, etc., with other course content. *You can send this as soon as you are thinking about the WID, well before any of the other steps, if you like. The WID director will respond with feedback and pre-approval.*
3. Complete this WID Course Proposal form and email it (either separately or together with the syllabus/calendar) to [WIDprogram@gwu.edu](mailto:WIDprogram@gwu.edu), cc:ing your department’s Course Leaf administrator, with the same Subject line above. This form lets you explain the course beyond the syllabus language and includes other information we need for our records.
4. *As soon as possible—simultaneous to steps 2 & 3, if possible—*ask your department’s Course Leaf administrator to initiate a new course in Course Leaf. They will need the learning objectives, which should include reference to the writing goals, and a draft syllabus to attach (this can be updated before approval, so don’t worry about its finality). For new WID cross-listed courses, the other department(s) must also initiate the Course Leaf process (WIDs should only be cross-listed with other WIDs).
5. Once the course appears in the WID director’s Course Leaf queue, they will confirm the final syllabus with you, attach it, and approve the course. It then goes to the Dean’s office and for final steps.

Course Information
First term & year it will be offered:
Department & course code (e.g., STAT 3900W):
Course title:
Credits:
Class cap (estimated):
Any prerequisites:
Any planned cross-listed courses (dept./code):

Is this course a Variable Topics, Special Topics, Senior Thesis, Proseminar, etc., where different syllabi may apply and/or different faculty will teach it?

Is there a non-WID course with this number already in the Bulletin?

- If so, will the non-WID version be kept or deleted from the Bulletin?
- If the non-WID version is preserved, will it ever be offered in the same term as the WID version?

*Note: we strongly discourage seating students from WID and non-WID course numbers together in the same section. Students wanting WID credit must register under the WID number.*

Bulletin Course Description. This should include reference to the writing objectives of the course integrated into the other course goals.

#### Faculty & Department Information

Faculty member's name & email:

Faculty member's home department:

Department Course Leaf administrator name & email:

Department Chair name & email:

Department Director of Undergraduate Studies (DUS) name & email:

#### WID Course Criteria

Below, please explain (beyond what is already on the syllabus) the importance of the types of writing students will do and the course's attention to their writing process.

1. WID courses 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 reflect the writing values of the discipline, e.g., through the styles, formats, methods, and audiences students will attend to.

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, and will provide *scaffolding support as needed*. Please explain how this will take place. Reference to the course calendar may be useful.

3. A WID course asks 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 faculty feedback will take place and how students will perform peer review/response

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.

Form updated Fall 2022.