

APPENDIX A

Checklist of Criteria for Certification and Renewal of Alternatives to English 1C

The Academic Senate will designate alternatives to English 1C on the basis of the following criteria. Appendix A should be used as a checklist.

- _____ a) Writing is one major focus of the course. Writing is used as a method of inquiry as well as communication, for example by
- assigning written explanations of complex concepts, texts, or data sets;
 - requiring writers to discover, assemble, and explain competing ideas or explanations;
 - encouraging writers to weigh and evaluate competing ideas.
- _____ b) The course assigns an amount of writing roughly comparable to the amount assigned, graded, and returned to students in composition courses, adjusting for the fact that written communication in various disciplines takes a number of forms, and that assignments and exercises preliminary to formal assignments might qualify as part of that total.¹
- _____ c) The course provides feedback to students on their writing in each assignment;
- _____ d) The course responds to students' writing in terms of ideas, reasoning, development, and clarity in paragraphs and sentences as well as the assignment as a whole, in terms of
- commenting on the students' subject matter by paying close attention to fact, reasoning, development, and clarity;
 - commenting on representative passages in terms of grammatical correctness, the clarity of assertions and the logic of paragraphs, and the use of evidence;
 - offering advice on these matters for the sake of revision or the writing of later assignments.
- _____ e) The course's TAs participate in the required UWP training

¹ The volume of writing in Composition courses is based on word totals required by IGETC transfer agreements with the CSU and CC systems. The amount of writing in English 1C is 5000 words: 4-6 papers (none shorter than 750 words, and at least one paper of 1250 words or more), plus a final.

course, which focuses on writing instruction -- including attention to the process of writing as well as the intensive evaluation of student writing;²

- _____ f) Materials relevant to these criteria have been provided by the proposing department for UWP and COC review.
- _____ g. The department offering the course commits to monitoring and evaluating the course's conformity to these requirements in cooperation with the University Writing Program.

² TA-training will take place in English 302 (meeting one hour per week) during the quarter the course is taught, or by alternative means approved by the UWP Director. TAs will remain under the charge of faculty in their home departments, and UWP training will take account of the 20-hour per week limit on TA activity. UWP instruction will focus on productive ways of responding to student writing (through, for example, conferences, drafting, comments, and evaluation that focus on methods of development and patterns of error) and effective ways of embedding writing instruction in discussion sections.