WL Best Practices Checklist

To earn the WL Best Practices stipend, faculty teaching a Writing to Learn course will submit documentation showing that the course meets best practices guidelines. Documentation should include

- the course syllabus, including the WL Statement of Intent and Philosophy of Writing.
- copies of the instructions (the assignments sheets designed to be handed out to students) for each type of formal writing assignment used in the course.
- copies of the grading criteria (the information designed to be handed out to students) showing how each type of formal writing assignment will be evaluated.

WL Best Practices checklist

☐ **Writing and the Course Grade**
  The syllabus should state that students must pass the writing component in order to pass the course.

☐ **Amount of Formal Writing**
  The combination of minimum word or page length for various formal writing assignments and number of assignments should make it clear that the course requires a minimum of 15 pages of formal writing.

☐ **List of Due Dates**
  Due dates for formal writing assignments should be stated in the syllabus or course schedule.

☐ **Statement of How Students Will Get Feedback**
  The syllabus should include a statement telling students how they will get feedback on their writing.

☐ **Academic Honesty Statement**
  The syllabus should include a statement that students are expected to provide source citations for all material from outside sources used in their formal writing and should indicate which source citation system students should use.

☐ **Instructions for Writing Assignments**
  The Best Practices documentation packet should include instructions for each type of formal writing students will do.

☐ **Grading Criteria**
  The Best Practices documentation packet should include grading criteria for each type of formal writing assignment.