

Writing Plan Submission Guidelines

Departments and interdisciplinary programs should submit revisions to the writing plan to the General Education Council for review and approval. Please be sure to include an electronic copy of the revised plan, a cover memo detailing the changes that were made and the rationale for those changes, and an electronic copy of the Course Outline for each course that is new to the plan.

The Council encourages Course Outlines to follow the Undergraduate Curriculum Council (UCC) format for courses being proposed for the department/program writing plan. Please be sure to make clear the role writing instruction and student writing will play in the course. Below we suggest some of the places where this can be highlighted.

Each Course Outline needs the following sections:

- department chair and e-mail address
- additional contact (if any) and e-mail address
- course number
- course title
- catalog description
- prerequisites (if any)
- frequency of course offering
- credit hours
- justification for the course
- course description: **here one can indicate the importance of writing instruction and student writing to the course and/or writing plan**
- course outline
- method of instruction: **here you may wish to highlight, for example, conferences, workshops, peer review, revision, feedback on papers, etc.**
- course requirements: **here the types and amount of writing can be emphasized**
- means of evaluation: **how the writing is to be evaluated and/or the role it will play in the final grade can be articulated**
- library and computer technology resources
- bibliography

Departments and Programs should refer to the Writing Across the Curriculum Guidelines document for additional information.

Revised writing plans, Course Outlines and cover memos should be sent to the General Education Director at gened@oswego.edu