

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

Student Learning Outcome #1. Write texts, in various forms, with an identified purpose, that respond to specific audience needs, incorporate research or existing knowledge, and use applicable documentation and appropriate conventions of format and structure.

| | Yes | No | If no, how is it unclear? |
|---|-----|----|---------------------------|
| Does the course proposal clearly address Learning Outcome #1? | | | |
| Is the teaching of writing clearly the <i>main</i> purpose of the course? | | | |
| Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form? | | | |
| Does the proposed course clearly provide students with opportunities to (all of the following): | | | |
| write multiple texts? | | | |
| in various forms? | | | |
| respond to specific audience needs? | | | |
| incorporate research or existing knowledge? | | | |
| use applicable documentation and appropriate conventions of format and structure? | | | |
| Does the course clearly provide opportunities for students to receive ongoing and constructive feedback on their writing? | | | |
| Does the course clearly provide students with opportunities to revise their writing so that they can learn how to make increasingly sophisticated and informed choices in their writing? | | | |
| Does the proposed course clearly provide students with opportunities to reflect on their writing and how to assess writing? | | | |
| Does the course meet the expectations for certification for Outcome #1? (If no, explain why not.) | | | |
| Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.) | | | |