What is the process for WI certification?

Teaching a Writing Intensive (WI) course at Hostos Community College requires designing and implementing a syllabus that conforms to the College’s WI Guidelines. At Hostos, WIs are certified by section and professor, and not by course. This ensures that you are teaching the WI you created and that students are benefitting from a well-designed WI syllabus.

To prepare a WI syllabus, professors work closely with a CUNY Writing Fellow and attend WAC workshops to ensure that the syllabus meets the WI criteria.

Professors prepare a package that includes a syllabus, all of the formal assignment prompts, a sampling of informal assignments prompts, and a completed WI checklist. The syllabus also includes a statement explaining that the section is WI and telling students what they can expect regarding the role that writing will play in the classroom.

Once this package is complete, professors present it to the WI Task Force. This Task Force is an ad hoc committee comprised of faculty from across disciplines who have developed WIs in the past. The committee reviews and vets the syllabus to see that it adheres to the WI Guidelines, makes suggestions for revisions if needed, and decides whether or not to recommend the syllabus as a WI to the College-wide Curriculum Committee.

After the syllabus is approved for WI designation, it is then briefly presented by the professor to the College Wide Curriculum Committee (CWCC). With the Committee’s approval, it is officially designated WI.

Again, only the professor who designed the WI is certified to teach a WI section of the course.

Please feel free to contact WAC Co-Coordinators Prof. Linda Hirsch (lhirsch@hostos.cuny.edu X6760) or Prof. Andrea Fabrizio (afabrizio@hostos.cuny.edu X6697) if you have any questions.