

Student Center for Academic Achievement
Graduate Writing Associates (GWA) Program
Faculty Request Form

The goal of the GWA Program is to assist faculty and students in writing assignments that engage undergraduate students in the entire writing process, including feedback and revision. GWAs are graduate students given training in tutoring writing, such as questioning techniques, commenting and conferencing on writing, and writing pedagogy. Before the first week of class, the SCAA Writing Center Coordinator and the assigned GWA will meet you for you to share your course objectives and how the writing assignments will help students meet those objectives.

Faculty Requirement

In order to work with a GWA, instructors must propose a project for the quarter that integrates the GWA into the course, and how that project will support both the instructor and students, and both during class and outside of class hours. Fulfilled requests will depend on the integration of writing and the level of GWA involvement in the course assignments. GWAs DO NOT grade any assignments for the course, nor are required to read required texts for the course.

The GWA's role primarily involves facilitating the writing process with you, based on Writing Across the Curriculum principles and practices (see back and/or contact Helen for more details). Here are some examples:

- Plan and run **group brainstorming/peer review sessions** during class or through scheduled conferences.
- See students outside of class for **scheduled conferences** to get feedback on their drafts. "Feedback" would mean from a reader's perspective (e.g. "How does this paragraph connect with your main idea?", "How does this piece of evidence support your point?", "This sentence confuses me, do you think [this] or [that]?", etc.)
- Hold a **workshop** during or after class on an aspect of writing that applies directly to one of the assignments (e.g. citations, the writing process, writing for this class vs. for composition courses, etc.)

Per week, a GWA will be able to contribute the following hours to your course:

- 3.5 hours observing/participating in your class
- 0.5 – 1 hour meeting with the instructor to check-in and share observations about student writing
- 2-6 hours completing out-of-class tasks (described above in "Faculty Requirement"), including at least two "office hours." This will be decided during the first week of the quarter in a meeting with you, the GWA, and the SCAA Writing Center Coordinator.

If you would like to work with a GWA for the Winter 2016 quarter, please complete and submit a GWA Faculty Request Form to Helen Ly by **Friday, November 20, 2015**.

Contact
Helen Ly, SCAA Writing Center Coordinator
helen.ly@csueastbay.edu | 510-885-2304

Consider the following before requesting a GWA:

- What is a key assignment in your course? How do other assignments/class activities scaffold and nurture skills leading up to that key assignment?
- What challenges do students usually have in writing this assignment?
- What aspects of the assignment do students usually learn significantly from?

How will the GWA support this assignment...?

	You as the Instructor	Your Students
During Class	<ul style="list-style-type: none"> • Will the GWA give a workshop directly related to the writing assignments? • What opportunities during class will the GWA get to know the students and their writing? 	<ul style="list-style-type: none"> • Can the GWA participate in class discussions/activities? Does the GWA serve as a layman audience or experienced participant in class discussions/activities? • What writing activities need guidance from a facilitator?
Outside of Class	<ul style="list-style-type: none"> • What goals do you have for getting this support for writing in your course? • What opportunities outside of class will the GWA get to know the students and their writing? • What kind of feedback on the assignments do you need? • Where in the sequence of assignments do you need support? 	<ul style="list-style-type: none"> • Will the GWA be scheduling conferences with students? At what point in the quarter? Why? • What kind of feedback should the GWA give to students? At what point in the quarter?

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Faculty Member Name: _____

Course (exp. SCI 4530): _____

Course meeting time and location: Days_____ Time_____ TBA

Syllabus for expected course sent via: Email Campus mail Attached

List possible dates/times between 9/23 – 12/18 you are available to meet with the SCAA Writing Center Coordinator below.

Please answer the following questions to best of your knowledge. If certain information is not known, please write “TBA”. You are welcome to attach an additional document for the short answers.

1. List one of the key assignments in your course and explain how it is connected with your teaching approach and the course objectives.

2. Describe the project you would like to develop with your GWA, and how this project will support you as the instructor, and the students’ writing to fulfill the objectives of the course.

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