

## Faculty Frequently Asked Questions about the EWP:

**Q: What are the requirements for a writing assignment to be considered an appropriate submission?**

**A** – The writing sample must be at least 750 words and written in Standard English. It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, submissions can not contain lists or lesson plans and may not contain creative pieces such as poems, short stories, or plays.

**Q: What courses are eligible for submission to the EWP?**

**A** – Students may choose any paper from any writing-centered, writing-intensive, or any other undergraduate course in which they have written an appropriate paper. If students are looking for courses in which a paper will be written, they may consult the writing-centered/writing-intensive course list on the assessment web page ([www.eiu.edu/~assess](http://www.eiu.edu/~assess)) or consult their catalog.

**Q: Who is responsible for deciding what to submit?**

**A** – Students may decide which document they would like to submit; however, instructors may encourage the student to choose their best writing sample or make suggestions on a suitable assignment.

**Q: How will the students submit their essay for faculty review?**

**A** – Students will submit their essays online by accessing the EWP homepage at <http://www.eiu.edu/~assess>. They will follow the student link and log in using their EIU login and password. If they have trouble logging in, you may direct them to the Help Desk at 581-HELP (581-8357).

**Q: What is the deadline for students to submit their paper for my course?**

**A** – Students are given until the end of the semester to submit their essay to you online. However, you may want to establish an earlier deadline for your timely review of submissions. Please contact Amy Richardson at [asrichardson@eiu.edu](mailto:asrichardson@eiu.edu) or 581-8384 if you have set an earlier date. Please include this date in your syllabus and/or assignment sheet.

**Q: How will I be notified if I have submissions to review?**

**A** – An automatic email will be sent each Friday alerting you that you have submissions waiting to be reviewed. You may follow the link given in the email or access the EWP homepage at <http://www.eiu.edu/~assess>.

**Q: How often will I receive an email to rate papers submitted by my students?**

**A** – The EWP office will send an automatic email each Friday alerting faculty to submissions that await rating.

**Q: How will I review a submission?**

**A** – From the assessment website <http://www.eiu.edu/~assess> you can click on the instructor login link and enter your EIU login and password. Instructions are given after login. If you have trouble logging in, contact the Help Desk at 581-HELP (581-4357). You will be able to go to a page that has all papers submitted by students in your course. Step-by-step instructions with screen shots are also available on the assessment website.

**Q: How long will instructors have to review EWP submissions?**

**A** – Ideally, submissions will be reviewed by the time grades are due for the semester in which the student wrote the paper. The deadline to rate can be found online on the Administrative Calendar.

**Q: What if I suspect Plagiarism?**

**A** – Follow the same procedures as you would when the document was submitted for a grade. You may want to contact the Office of Student Standards (formerly Judicial Affairs) for advice on charging a student with plagiarism. Their number is 581-3827.

**Q: What happens if the writing sample is of poor quality?**

**A** – Encourage the student to revise the paper. Help may be obtained at the Writing Center – 3110 Coleman Hall (581-5929). However, students may now submit a paper that is rated “unsatisfactory” or “needs improvement.” A copy of the rating rubric is available on the EWP homepage, which can be accessed from [www.eiu.edu/~assess](http://www.eiu.edu/~assess).

**Q: What if I decide not to rate a student’s essay?**

**A** – Please notify the EWP office at 581-8384 or email Amy Richardson at [asrichardson@eiu.edu](mailto:asrichardson@eiu.edu).