

# Electronic Writing Portfolio

## *what you need to know*

### What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of students' writing to ascertain that Eastern's students are meeting that goal. Completing the EWP is a graduation requirement of all undergraduate students.



### What does Eastern consider effective writing?

Competent writing at Eastern displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

### What courses are eligible for paper submissions?

Three submissions are required for the portfolio. Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Courses designated as writing-intensive or writing-centered are indicated in the catalog.

Only one submission is allowed from any one course. If you submit from ENG 1001G/1091G, you may not submit from ENG 1002G/1092G. Before you submit from any course, it is a good idea to **discuss your plan to submit with your instructor.**

### What kind of papers may be submitted?

- ◆ The paper must be at least 750 words in length (approximately 3 pages).
- ◆ It must be written in standard English.
- ◆ It must be developed in a manner consistent with the demands of the discipline for which it was written.
- ◆ It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted.
- ◆ Submissions may not be creative pieces, such as poems, short stories, or plays.

### When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned **60 credit hours.** The third and final submission must be submitted by the time you earn **105 hours.**

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[www.eiu.edu/assess/ewpmain.php](http://www.eiu.edu/assess/ewpmain.php)

### How do I submit to the EWP?

- ◆ Go to <http://www.eiu.edu/assess/ewpmain.php>.
- ◆ Click on “click here to begin the submission process” under the “Student Submission Information” heading. Instructions are also available here.
- ◆ Enter your EIU login and password. Click “submit.” This is the same as your EIU e-mail login and PAWS login.
- ◆ This should take you to the EWP Student: Main Menu page. Click on “Submit a Writing Sample.”
- ◆ Select the course from which you want to submit from the drop-down menu.
- ◆ Click the “Upload Writing Sample” button.
- ◆ Click the “browse” button and go to the file you want to submit and click on the file. The file must be one of the following types: Microsoft word (.doc), plain text (.txt), rich text (.rtf), or PDF (.pdf).
- ◆ Click the “open” button. The file location will appear in the “File to Upload” box. Type in a description of the assignment that was given for the paper you are submitting.
- ◆ Click the “validate file” button.
- ◆ Click the “Upload File and Complete Submission” button. You will receive a message that you have successfully submitted a writing sample to the Electronic Writing Portfolio and will be taken back to the main menu.

### How will I know the ratings my papers received?

After you have submitted your document, a notice will be sent to your professor to rate your paper. To check your ratings, log in by following the first 4 steps given under the submission instructions. At the main menu, click on “View Ratings” to see your ratings.

### How will my ratings be used?

Ratings will be used to determine how well you write. Students whose 3 submissions are primarily “superior” will be given a “writes with distinction” designation on their transcript and will receive a congratulatory letter and certificate.

Students who receive a 2 or lower rating will receive an email alerting them to this rating and encouraging them to seek assistance with their writing. Their advisors will receive an alert as well so that they may assist students in improving their writing skills.

### Do I have to submit if I transfer in to Eastern?

**Yes.** Transfer students must submit **3 documents** to the EWP as part of their graduation requirements. Additional time may be needed for transfer students to submit, so leeway will be granted. Students who transfer into Eastern should consult with their advisors concerning their submission plans. It is recommended to submit at least one paper your first semester at Eastern.

**GOOD PRACTICE:**

*Keep all your coursework electronically until you graduate!*