

# Electronic Writing Portfolio

## *information for faculty*

### 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?

**Any undergraduate course** in which a student writes an appropriate paper is eligible for a submission. Three submissions are required for the portfolio, but only one submission is allowed from any one course. Students have been told to discuss submission plans with their instructors.

### What kind of papers are appropriate for submission?

- ◆ 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.

### What is the deadline?

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. Faculty members may set their own deadlines in their courses. If you do establish a deadline, please alert the EWP office, and include this deadline on your syllabus or assignment sheet.

### How will I rate papers?

All ratings will be done online. Automatic emails will be sent each Friday to all faculty who have papers to rate. Simply click on the link provided or follow the link from the assessment page. Submissions may be rated from superior to satisfactory to needs improvement to unsatisfactory. The EWP rubric is available on the website.

### How will my ratings be used?

Ratings will be used to determine how well students write. Students whose 3 submissions are primarily “superior” will be given a “writes with distinction” designation. Students whose first two submissions are “unsatisfactory” and/or “needs improvement” will be required to take a diagnostic test that will determine if further remediation is needed.

### What information is available for students and faculty?

Information sheets are available in the EWP office, simply call or email [asrichardson@eiu.edu](mailto:asrichardson@eiu.edu) to request handouts for your students. Information is also on the assessment website for faculty and students, including step-by-step instructions for the on-line system and FAQs.

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