

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 the goal. Completing the EWP is a graduation requirement of all undergraduate students.

What does Eastern consider effective writing?

Competent writing displays the following skills:

- Creating documents appropriate for specific audiences, purposes, genres, disciplines and professions.
- Crafting cogent and defensible applications, analyses, evaluations and arguments about problems, ideas and issues.
- Producing documents that are well-organized, focused and cohesive.
- Using appropriate vocabulary, mechanics, grammar, diction and sentence structure.
- Understanding, questioning, analyzing and synthesizing complex textual, numeric and graphical sources.
- Evaluating evidence, issues, ideas and problems from multiple perspectives.
- Collecting and employing source materials ethically and understanding their strengths and limitations.

What courses are eligible for paper submissions?

- **Three submissions** are required for the portfolio.
- Papers 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.
- 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**. Instructors have the right to indicate a particular course or assignment is not appropriate for submission.

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 English.
- It must be written in a manner consistent with the demands of the discipline for which it was written.
- It must contain coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, outlines, lesson plans and other such documents may not be submitted.
- Submissions may not be creative pieces, such as poems, short stories or plays.
- Submissions must have a single author; no group projects may be submitted.

Academic Success Center, 217-581-8384, ewp@eiu.edu



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www.eiu.edu/assess/ewpmain.php

When do I need to submit?

- Papers must be submitted during the semester a student is enrolled in a course.
- Students may not submit papers 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 should submit your first two papers by the time you have earned **60 credit hours**.
- The third and final submission should be submitted by **105 hours**.

Do Transfer & Online Students need to submit?

- All undergraduate students must submit **three documents** to the EWP as part of their graduation requirements.
- 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.
- If you are only taking courses in an online program, discuss submissions with your advisor.

How do I submit to the EWP?

- All submissions are submitted electronically from the Eastern web site. In the A-Z index, go to “E” and scroll down to the “Electronic Writing Portfolio.”
- Under “Student Submission Information,” click on “Click here to begin the submission process or view your previous ratings.”
- Login in using your EIU netid and password. This should take you to the main submission page. Click on “submit a writing sample.”
- Select the course from which you want to submit from the drop down menu.
- Click on “upload writing sample.”
- Click on the “browse” button and go to the file you want to upload and click on the file. Make sure you are choosing the right paper for the course you have chosen. You may upload files with these extensions: doc, docs, txt, rtf, or pdf.
- Click the “open” button. The file location will appear in the “file to upload” box. Type in a description of the assignment that your paper responded to.
- Click the “validate file” button. Click the “upload file and complete submission” button. You will receive a message that you have successfully submitted to the EWP and will be taken back to the main menu.

How will I know the ratings my papers received?

- After submitting your document, a notice will be sent to your professor/instructor to rate your paper.
- To check your ratings, log in by following the first four 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 are used to determine how well you write.
- Students whose three submissions are primarily “superior” will be given a “writes with distinction” designation on their transcript and will receive a congratulatory letter and certificate.
- Ratings are used to show the University how well students are writing and whether writing goals are being met at the undergraduate level.

Good Practice: Keep all of your coursework electronically until you graduate!!