

# Writing Portfolio

Your Writing Portfolio should show your best writing capabilities under a variety of academic situations. The Writing Portfolio consists of two parts, the Packet and the Timed Writing. You may complete the Packet and the Timed Writing in the order you choose

## THE PACKET

The Packet consists of three samples of your writing that you have completed for three different college-level courses.

To complete the Packet, follow these steps:

- Step 1:** Purchase a Writing Portfolio envelope at the campus bookstore or visit our website for downloadable materials.  
<http://writingportfolio.wsu.edu>
- Step 2:** Choose three pieces of your best writing. This includes any assigned college-level writing: lab reports, case studies, group projects, creative work, memos, in-class writing, traditional essays, work from other schools, and so forth.
- Step 3:** Fill out a cover sheet for each selection. Cover sheets are provided in the envelope or can be found on our website.
- Step 4:** Ask the instructor who assigned and graded the paper to sign the cover sheet as "Acceptable" or "Outstanding." If the instructor is unavailable to sign the cover sheet (i.e. a transfer paper), an email from the instructor will be an acceptable alternative and should include verification that the paper is your work and deserves a rating of "Acceptable" or "Outstanding."
- Step 5:** Turn in the Packet to your campus Writing Portfolio office.

## THE TIMED WRITING

The Timed Writing consists of two impromptu essays written during a single, supervised two-hour session. One essay will be argumentative and the other will be a self-evaluation.

To complete the Timed Writing, follow these steps:

- Step 1:** Sign-up for a Timed Writing session.
- Pullman students can register for a Timed Writing session at: <http://juniorportfolio.wsu.edu>.
  - Branch campus and DDP students should contact their campus Writing Portfolio coordinator to sign-up for a session.
- Step 2:** Attend your scheduled session and complete the exam.
- Bring a photo ID and two pens (no pencils) to the session. We will provide the Blue Book.

## WRITING PORTFOLIO RESULTS

Your Writing Portfolio will be evaluated once you have submitted the Packet and have completed the Timed Writing. Because the Writing Portfolio fulfills a General Education Requirement, it will be evaluated by a cross-departmental committee of WSU faculty. The committee will give it one of three ratings:

**PASS WITH DISTINCTION** The work represents the top 10% of WSU junior-level writing. This achievement will be entered into your WSU Transcript

**PASS** The work shows a proficiency in writing suitable for upper-division work at WSU.

**NEEDS WORK** The work shows a need for additional, structured writing assistance in upper-division course work. You will have to take additional coursework, in the form of a one-credit writing tutorial taken in conjunction with one of your required Writing in the Major Courses (M-Courses), or a three-credit writing course. You will need to pass this additional course work to satisfy your Writing Portfolio requirement.

### Additional questions?

Contact the Writing Assessment Office in CUE 305 or call us at (509) 335-7959; or visit our website at <http://writingportfolio.wsu.edu>