

Guidelines for Selecting and Submitting Papers

As you take college courses that assign writing, keep all your papers so you have a wide range of selections for your Writing Portfolio. When you're ready to prepare your Writing Portfolio, you'll need to select **three** papers that best demonstrate your readiness for upper-division writing requirements. Knowing the criteria and other considerations the Writing Portfolio readers use to evaluate your submissions may help you in your selection process.

Criteria for Evaluation used by Writing Portfolio Readers:

- **Conception of assigned task**, so that the reader can see how well you comprehend and make decisions about what you write.
- **Focus** on a main point, so that the reader can see a clear relationship between your main point and the topic.
- **Organization** of your ideas, so the reader can understand the flow of your development from beginning to middle to end.
- **Support** of your points, so the reader can see how your ideas and information are related to the topic, and is persuaded of the points you are developing.
- **Proofreading** of your written work, so that errors of grammar, usage, and diction do not seriously distract the reader.

Other Considerations:

Writing Portfolio readers want to see your best writing, *not just which papers got the best grades*. Many papers are graded on content rather than style (in other words, just because a paper got an "A" in a course doesn't necessarily make it a good piece of *writing* or a good choice for the Writing Portfolio).

Writing Portfolio readers will look for evidence of competency in your Writing Portfolio. If you submit an older paper that demonstrates some writing problems, but also include more recent papers that demonstrate that you've developed as a writer, the readers will place more emphasis on your most recent work.

Writing Portfolio readers appreciate well-rounded, diverse portfolios. If you think yourself to be a strong writer in several different fields (i.e. humanities, sciences, the arts) then it may be wise to submit papers which demonstrate your skills across a range of different subjects. This will show the readers that you are a well-rounded thinker and writer.

Writing Portfolio readers have a harder time evaluating very short pieces (i.e. a page or less) so try to select pieces which are long enough to adequately demonstrate your skills.

When you've selected your three papers, you will need to contact the original instructors to have them sign the cover sheet. If the instructor is unavailable to sign the cover sheet (i.e. an instructor from another school), an acceptable alternative would be to submit an email from the instructor. The email should include verification that the paper is your work and a rating of "Acceptable" or "Outstanding." Only in select cases will the Writing Assessment Office approve a submission with no instructor signature or email.

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>