The University Writing Portfolio Requirement—Ideas for Implementation

Faculty teaching WI courses determine how they wish to hold students accountable for completing and uploading items to their University Writing Portfolios (UWPorts). Provided below are a few suggestions for how to make this process more effective and meaningful. These suggestions come from instructors who have taught WI courses recently. Additional suggestions are very welcome. Questions and/or suggestions should be directed to Dr. Wendy Sharer, QEP Director, at sharerw@ecu.edu.

1. Make a "writing self-analysis" part of every substantive writing project that students do in the course. For students, this will help to habituate the process of thinking critically about their own writing, and, for you, it will provide useful information about students' perceptions of their writing successes and struggles so that you can assist them (or suggest that they come to the Writing Center) as desired. You may also find that having students complete a writing self-analysis when they hand in writing assignments leads to easier grading/summative feedback for you because some students will accurately identify their weakness and the ways that they could have improved the project, meaning that you do not need to spend as much time doing so.

2. When students submit final drafts of one of the major writing projects included in your syllabus, ask them to upload the materials to their UWPorts at the same time and attach point/grade value to the uploading process:
   - Attach some point/grade value to the uploading process (10% of the grade for the project or 10 points out of a total of 100 for the project, for example), or
   - Make the submission of the material to the UWPort a requirement for an assignment to be considered complete/acceptable. For example, you might inform students that they will receive a failing grade for the project or an incomplete for the course if they do not complete this portion of the assignment.

3. Use part or all of a class or final exam period to have students write their writing self-analysis and upload the required elements to their UWPorts.

4. Fold the UWPort uploading requirement into a "Class Participation" component of the course. For instance, you might stipulate that students who do not upload materials will receive a "0" for the "Class Participation" portion of the course grade.