

Certification Form for the Writing Proficiency Evaluation Portfolio

Student Information: (Note: you will need one form per supporting paper.)

Paper title: _____

Course and Professor's Name: _____ Semester/Year _____

I certify that this paper, submitted in partial fulfillment of the Writing Proficiency Examination Portfolio, **is my own original work**. The policies on [academic honesty and plagiarism](#) printed in the University Undergraduate Catalog also apply to the submission of a Writing Proficiency Portfolio. The consequences of violating these policies are serious and may include suspension or expulsion. **I further certify that this paper was presented to and evaluated by my instructor.**

(Student's Name, **please print**)

(Student's Signature)

Instructor Information: Please assess the paper with the student in order to decide *if* it meets the Portfolio requirements of the WPE. If supporting papers do not match the criteria, the portfolio will be voided. Please review the requirements on the reverse side and then, if appropriate, certify the paper by responding to all of the following:

- 1) _____ **I certify that this paper demonstrates the criteria specified for intermediate proficiency as outlined by the General Education program.** You are expected to be familiar with the *Elements of Writing Proficiency* (available at: <http://www.umb.edu/academics/wpr/index.html>). Briefly stated, they are:
- the essay sustains an argument that supports a central idea, hypothesis, or thesis;
 - the essay demonstrates the student's ability to synthesize ideas from multiple readings, to incorporate and attribute sources, and to closely analyze at least one reading, a set of observations, or experimentation;
 - the essay includes accurate summary and clear definitions of key terms developed in your class;
 - the essay evaluates and assesses evidence, contrary arguments and points of view;
 - the essay develops an idea or argument throughout the whole paper;
 - the essay demonstrates effective organization of paragraphs, locally, with paragraphs that are unified and focused, and globally, with a clear structure between the introduction, supporting paragraphs and the conclusion.

Note: Research summaries, book reports, or personal narratives *are not* acceptable.

- 2) _____ The attached paper is the original paper graded as a part of my course; I can certify that this paper is the student's own work, based upon:
- _____ comparison with in-class or other spontaneous writing;
 - _____ discussion of paper with student;
 - _____ other (indicate specific basis).

- 3) Please give additional information if you think that may help in the evaluation of this student's portfolio.

Instructor's Signature

Department

Date

I am certifying this paper only because the instructor is no longer on campus or is on leave. I certify that the student was registered in the course listed above.

Department Chairperson's Signature

Department

Date

Portfolio Requirements
These requirements are in effect Spring 2004

A Writing Proficiency Examination Portfolio consists of *four papers*: *one new essay* answering a question about a set of readings provided by the Writing Proficiency Office (WPO), and *three graded course papers*, each certified by the instructor. All four papers must demonstrate proficiency according to the criteria explained in the "Elements of Writing Proficiency" section of the Writing Proficiency Requirement Manual, available in the WPO or online in a downloadable format at www.umb.edu/umb/wpr.

1. *Three supporting course papers must meet all of these criteria:*

- Each must be a graded paper written for a course taught at UMB (such as, but not limited to, English 102, G100 First Year Seminar, G200 Intermediate Seminar).
- At least one of the three papers must come from a G200 Intermediate Seminar or another 200-level or higher course.
- All three must be *analytical essays* written in English.
- At least two of the three supporting essays must be based on the analysis of two or more readings. The third *may be* based on the analysis of one reading or on the analysis of information gathered through observation, interview, or experimentation.
- Each paper must come from a different course and a different instructor.
- Each paper must be, at least, a *full five typed pages* (double-spaced, 1" margins maximum, 10 or 12-point type, on 8 1/2" X 11" paper) or the equivalent; approximately 1300-1500 words minimum.
- Each paper must be the *original graded* paper (not a copy or a photocopy). (If the original was handwritten, a typed transcription, *not a revision*, must be attached to the original).
- Each original graded paper must have attached to it *a completed certificate signed by the teacher* who graded it. (A department chair may sign the certificate *only if* the teacher is no longer here or is on leave.)

2. *Exception to the three-supporting-papers requirement:* A new transfer student, who will have completed 75 or more credits at the end of his/her first semester at UMB, may submit only two supporting papers, in addition to the required new essay. Both supporting papers must be from UMB courses, and meet the criteria for supporting papers listed above. At least one of the two papers must come from a course at the 200 level or higher. The student should note on the Portfolio Submission Form, in the box designated for the third supporting paper, that it is his or her first semester at UMB.

3. The *new essay*, based on readings and a question distributed by the WPO, *must be, at least, full five typed pages* in length (see format requirements above).

4. Students must fill out completely and sign a Portfolio Submission Form and hand it in with his or her portfolio.
Note: *It is not permissible to engage the assistance of another person, whether for payment or not, in writing, revising, or editing the final essay.*

5. Completed portfolios must be submitted in an envelope or folder before 5 p.m. on the due date.

Important:

- *The University policies on academic honesty and plagiarism, which are in the Undergraduate Catalog, apply to all four papers submitted in a Writing Proficiency Portfolio. The consequences of violating these policies are serious and may include suspension or expulsion.*
- If faculty graders question whether a particular portfolio represents the student's own work. then, additional evidence may be requested as part of an investigation. *Therefore, students should retain copies of their drafts and/or working notes for the new portfolio essay until after the grading has been completed.*
- Discussing the readings on which the final portfolio essay is to be based may be an appropriate way to help prepare to write the essay. The WPO runs workshops to facilitate discussion of the reading sets.
- Portfolios are kept on file for about 10 years. If you wish to reclaim your original essays, please make photocopies before submitting the portfolio. When you have successfully completed the proficiency requirement, you may exchange the copies for your originals.
- If you have questions, call the WPO (617 287-6330) to make an appointment with a counselor.