October 2020 WPE Portfolio Requirements

Please note:

- If you cannot compile a portfolio that fulfills these requirements, please contact writing.proficiency@umb.edu.
- These are modified requirements that are temporarily in place due to the Covid-19 pandemic. They apply only to WPE portfolios submitted in October 2020.
- Word counts for both the challenge essay and the course papers are only for the essay itself; and should not include the title page, abstract, references page, appendices, graphs, or graphic elements.
- These requirements are NOT RELEVANT to the Fall 2020 EWRAP portfolio. For EWRAP, follow the guidelines available in the CAS 014 Blackboard course. (EWRAP is only available to students currently enrolled in an intermediate seminar.)
- Students are expected to familiarize themselves with the WPE requirement and grading standards. Review the information on our website, in our workshop, and in mailings from the writing proficiency office.

WPE Portfolio Requirements

1. All portfolios must include a 1,500 word or longer challenge essay in response to a set of readings and prompt that are provided when they register for the WPE.
2. All portfolios must include three course papers:
   a. Each paper must be from a different course taken at U-Mass Boston, with the following exceptions: Students may submit two papers from their intermediate seminar, from NU 360/212, or from CRW 282.
   b. Two of the papers must be 750 words or longer.
   c. One of the papers must be 1,250 words or longer.
   d. At least one paper must come from a 200-level or higher course.
   e. All the papers must be working with sources. With advance approval, one paper may be based on observation (such as a lab report or case study). For approval, send candidate papers to writing.proficiency@umb.edu.
   f. All papers should be analytical, use evidence (such as by quoting from sources), and present an argument that supports a position, point of view, or answer to a question. Narratives and personal reflections are not allowed.
   g. All students must complete the confirmation form at this link: https://forms.office.com/Pages/ResponsePage.aspx?id=cYhxuekeJUSVPBrOE3PrOPtXGPnqRgdC12IBi-2nLtUNjVCMzVSWDZUV0k0STZHRU04MEhDNDQwRy4u
3. NOT REQUIRED: Signed certification forms, or certification statements from professors. However, WPE staff will selectively authenticate papers by contacting the student’s professors.
4. EXCEPTION FOR NEW TRANSFER STUDENTS:
   a. Any student who transferred to UMB in January or September 2020 is allowed to submit only two course papers, one 1,250+ words and one 750+ words in length, at least one of which is from a 200-level or higher course.
   b. Students are strongly encouraged to submit papers from two different courses, but both course papers may be from an intermediate seminar if there is no other option.
   c. Students do not need to take any special steps to take advantage of this exception—staff will verify their status as new transfer students.
5. PREVIOUSLY SUBMITTED EWRAP PORTFOLIO:
   a. Students who previously submitted EWRAP portfolios may submit the same course papers in their WPE portfolio. However, we encourage them to submit additional papers to better represent their current writing abilities.
6. **PREVIOUSLY SUBMITTED WPE PORTFOLIO**: Students who previously submitted WPE portfolios should follow the instructions below:

   a. Students who submitted portfolios in March 2020 or June 2020 may either resubmit their course papers or submit different or additional papers.

   b. Students who submitted WPE portfolios before March 2020 **and** registered for the March 2020 WPE (regardless of whether they actually submitted portfolios) have been sent scans of their previous course papers, and may resubmit those scanned documents.

   c. Students who had submitted WPE portfolios before March 2020 and did **not** register for the March 2020 WPE: Your past submissions are inaccessible until campus reopens. If possible, resubmit previous course papers used in your portfolio, or any other course papers that fulfill the above requirements. It is in your best interest to provide several examples of your writing. However, if necessary, you may submit only the challenge essay for October 2020 with no course papers.

   d. Previously submitted certification forms do not need to be resubmitted.

Contact WPE staff at any time by emailing **writing.proficiency@umb.edu**.