The 4 Steps to Building and Submitting a Portfolio

Step 1: Assemble and obtain certification for supporting papers.

You must turn in at least 15 pages of supporting course papers satisfying these criteria:

- You must submit a minimum of two papers from two courses. (The only exceptions are Intermediate Seminars, NU 212 or NU 360, and CRW 282--students may submit two papers from those courses.)
- Each must be a typed, graded paper written for a course taught at UMass Boston (for example, English 102, First Year Seminar, or Intermediate Seminar).
- At least one of the papers must come from a course at the 200-level or higher (for example, an Intermediate Seminar).
- All course papers must be analytical essays written in English and must demonstrate the criteria outlined in The Elements of Writing Proficiency.
- Two or three of the supporting course papers must be based on the analysis of two or more readings. Only one paper 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. But, two papers can be submitted from the following courses: Intermediate Seminars, NU 212, NU 360, and CRW 282. Although papers must come from different courses, papers from different courses taught by the same professor are allowed.
- The supporting papers must total at least 15 full pages. No single paper can be less than three full pages, and one paper must be at least five full pages. (Papers must be double-spaced, 1" margins, maximum of 12-point type, on 8 1/2" by 11" paper).
- Each paper must be certified as the original graded paper. You can download the Certification Form here. Important: You should start the process of certification as soon as you can, preferably while you are still in the course. Although chairs may sign on behalf of a faculty member who is on leave or is no longer at the university if you provide them with the original graded paper, please be advised that department chairs are under no obligation to certify papers.
- Each original graded paper must have attached to it a completed certification form signed by the instructor who graded it. If you do not have an original graded paper, but you have an electronic copy of the original paper, you may print out a copy of the paper and use it if the professor to whom the paper was submitted signs the certification form and writes “I remember that this is the paper submitted for the course...”

Note that the grades on the submitted supporting course papers do not factor in to the assessment of the student’s WPE.

Step 2: Register for the portfolio and write the new essay

- When you register for the portfolio, you will receive a link to a site that contains the reading sets and the question. You should allow several weeks to analyze the readings in light of the question, draft your new essay, review your new essay, and finalize the essay. We give some advice on how to carefully read and analyze the reading sets below, and the Writing Proficiency Office will offer workshops and tutoring to help students.
• The new essay must be at least five (5) full pages. Papers must be double-spaced with 1" margins, using a maximum of 12-point type (we recommend using Times New Roman), on 8 1/2" by 11" paper.

**Step 3**: Complete the Portfolio Submission Form

• Download and print the Portfolio Submission Form, then complete the portfolio submission form and sign it.
• You must submit your supporting papers, completed certification forms, new essay, and completed, signed portfolio submission form all at one time. Do not put them in a folder or binder of any kind—we will provide you with a labeled folder.

**Step 4**: Submit the portfolio on time

• Completed Portfolios must be submitted before 4:00 p.m. on the due date, in CC 1/1313.
  o **Note**: Your new performance essay on the supplied reading set must be at least five full pages. We do not accept anything less, but you can, of course, write a bit more.
  o If you cannot submit your portfolio in person on the due date, write to writing.proficiency@umb.edu to ask for permission to submit your portfolio electronically.
• Any Portfolio that is submitted but does not meet all of the requirements will be graded as a “Void” and the student will have to submit a new Portfolio in the next testing period.
• You will receive an email giving your result on the portfolio assessment (Pass; Retake; Void). The WPE portfolio page will contain information about when results will be sent and how to appeal a Retake result.