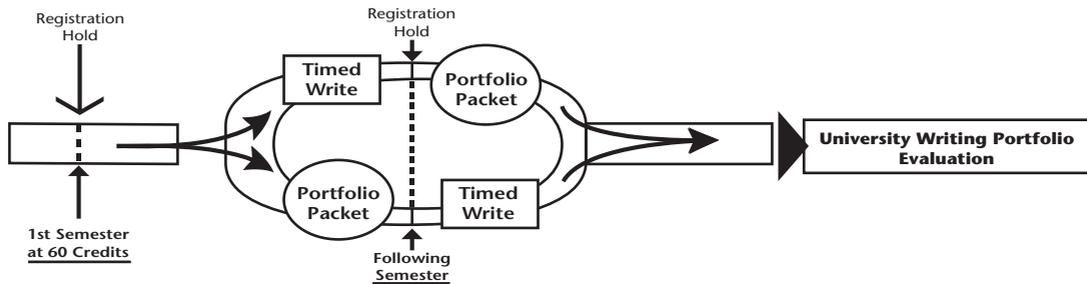


Completing the University Writing Portfolio

Upon reaching 60 credits, WSU students receive a registration hold on their myWSU account indicating that it is time to begin the two-part University Writing Portfolio. Students must complete one of the two options in order to get the hold removed: complete the Timed Write or submit the Portfolio Packet. The following semester a second hold will be placed on the student's account, at which point the student must complete the remaining portion of the University Writing Portfolio.



The Portfolio Packet

The Portfolio Packet consists of 3 samples of your best writing that you have completed for 3 different college-level courses.

To complete the Portfolio Packet, follow these steps:

- Step 1: Purchase a Writing Portfolio envelope at the campus bookstore or visit our website for downloadable materials and instructions. writingprogram.wsu.edu
- Step 2: Choose 3 pieces of your best writing that contain at least 1.5 pages of text. This includes any assigned college-level writing: essays, lab reports, group projects (with your contributions highlighted), creative work, in-class writing, work from other schools, and so forth.
- Step 3: Fill out a submission cover sheet for each writing sample. Cover sheets are provided in the envelope or can be found on our website.
- Step 4: Ask the instructor who assigned and graded the paper to sign the cover sheet as "Acceptable" or "Exceptional." If the instructor is unavailable to sign the cover sheet, a printed email verification from the instructor will be an acceptable alternative.
- Step 5: Turn in the Portfolio Packet to your campus Writing Portfolio office.

The Timed Writing

The Timed Writing consists of 2 impromptu essays written during a single, supervised two-hour session. One essay will be analytic and the other will be reflective or self-evaluation.

To complete the Timed Writing, follow these steps:

- Step 1: Sign-up for a Timed Writing session.
 - Pullman students can register for a Timed Writing session at: juniorportfolio.wsu.edu
 - Branch campus and Global students should contact their campus Writing Portfolio coordinator to sign-up for a session.

Step 2: Attend your scheduled session and complete the timed writing.

Bring a photo ID and two pens to the session. We will provide the Blue Book.

The Portfolio Packet and the Timed Write are evaluated together once they have both been completed. Faculty members from across the university participate in evaluating each University Writing Portfolio.