

Certification Form for the Writing Proficiency Evaluation Portfolio

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

Paper title: _____ Course Name & #: _____

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 (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) If the student does not have the original graded paper, please state that you remember it to be paper that you graded for your class, and write the grade the paper received on the paper. Is there any additional information that you think may be helpful this student's supporting paper?

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 Chair's Signature: _____ **Department:** _____ **Date:** _____

Portfolio Requirements (revised SP 2011)

A Writing Proficiency Portfolio **has two components: first, one new essay that is based on a reading set and a question distributed by the Writing Proficiency Office (WPO); and, course papers.** The new essay must be **at least five full typed pages** in length. On the cover page of the new essay, students must write this statement: **"I certify that this essay is entirely my own work and has not been revised or altered by anyone else."** The student must sign the statement verifying its truth. **Second**, a portfolio must contain two to four graded course papers **and must total 15 complete pages of analytical writing**, and demonstrate proficiency according to the criteria outlined in the *Elements of Writing Proficiency*. **Below is the complete list of criteria for a portfolio:**

The course papers must meet all of these criteria:

- Each must be a graded paper written for a course taught at UMass Boston (such as, but not limited to, English 102, First Year Seminar, Intermediate Seminar). All papers should be printed or typed; but, if the original was handwritten, a typed transcription (not a revision) must be attached to the original.
- At least one of the papers must come from a course at the 200 level or higher (such as, but not limited to, an Intermediate Seminar).
- All course papers must be analytical essays written in English, and demonstrate the criteria outlined in the *Elements of Writing Proficiency*.
- We do not accept any science Lab Reports. The only exception is for lab reports that have a substantial discussion section of **at least three full pages that analyzes** some aspect of the problem under consideration.
- At least two of the three or three of the four supporting essays 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; however, papers can be from the same professor.
- Each portfolio must have two to four course papers **that total fifteen full pages. No single paper can be less than three full pages and one paper must be at least five full pages** (double-spaced, 1" margins, maximum of 12-point type, on 8 1/2" X 11" paper).
- You must certify each paper as the original graded paper and have a completed certification form signed by the instructor who graded it attached to it. Please start the process of certification as soon as you can; the closer it gets to the end of the semester, the harder it becomes to connect with instructors to get papers certified. 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 simply because you waited too long to seek the instructor's signature.**
- If you do not have an original graded paper, but you have an original paper stored on a drive, you may print out a copy of the paper and use it **if and only if: a)** 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"; and, **b)** the professor writes the original grade on the paper. (A department chair may sign the certificate only if the instructor is no longer here or is on leave; however, the chair **can not certify** a paper **if it is not an original** graded paper.)
- Just because you have "good" grades on your supporting papers does not automatically mean the portfolio will be a pass because the criteria that an instructor uses may not match those in the *Elements of Writing Proficiency*.
- Students must fill out completely and sign a Portfolio Submission Form and hand it in with his or her portfolio. Both the Certification and the Portfolio Submission forms can be downloaded at <http://www.umb.edu/academics/wpr/forms.html>.
- Completed portfolios must be submitted **in an envelope or folder**, with your UMS number and name clearly written on it, before 4:00 p.m. on the due date.
- 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.
- Please see, http://www.umb.edu/student_services/student_rights/code_conduct.html to understand the university policies on academic honesty and plagiarism. This policy applies to all papers submitted in a Writing Proficiency Portfolio. Violating this policy has serious consequences, which may include suspension or expulsion. If faculty graders question whether a portfolio paper is the student's own work, then additional evidence may be requested as part of an investigation. Students should retain copies of drafts for the new portfolio essay until after the grades have been received. If you have any questions, please visit the On Line Writing Resources on our website to help you to avoid plagiarism:
<http://www.umb.edu/academics/wpr/LinkstoOnlineWritingSources.html>.

Important Note: An Exception to the three- or four-supporting-paper requirement: A new transfer student, who will have accumulated 75 or more credits at the end of his/her first semester at UMB, **may submit only two or three supporting papers that total 10 full pages, in addition to the required new essay.** As stated above, **no single paper can be less than three full pages and one paper must be at least five full pages.** At least one of the papers must come from a course at the 200 level or higher. The Portfolio Submission Form has a space for you to list the supporting papers; **a new transfer student should use the space provided for the third supporting paper to write that he or she is a new transfer student and the date that he or she transferred to UMB.**