How-to Guide for **Cadets Enrolled in WPWP-linked Courses**

**SLIDE 2:** Overview + Core Responsibilities

**SLIDES 3-6:** How to Execute WPWP Requirements in Blackboard

**SLIDE 7:** How to Check Your SWE Result in CIS

**SLIDES 8-9:** SWE Rubric and the Big Picture

Questions? Email Ms. Wynn Klosky, Program Manager, WPWP ([Wynn.Klosky@westpoint.edu](mailto:Wynn.Klosky@westpoint.edu))
1. **Why**: Because effective writing is a cornerstone of officership, the West Point Writing Program (WPWP) impacts ALL Cadets, offering them education in writing and communicating across the curriculum.

2. **What**: Find definitive, up-to-date information about the WPWP at westpoint.edu/wpwp. Cadets may also consult this FAQ page and the Redbook.

3. **Where & When**: Under the WPWP, Cadets complete courses in First-Year Composition (**FYC**), Writing-in-the-Core (**WiC**), Writing-in-the-Major (**WiM**), and Writing-in-the-Profession (**WiP**) to gain proficiency in writing across disciplines (excepting validated courses).

4. **Key Responsibilities**: In every WPWP-linked course, Cadets complete *Signature Writing Events* (**SWEs**). Cadets must submit ungraded SWEs both to their instructors and to Blackboard-based *Cadet Writer ePortfolios* (**CWPs**). Faculty assess SWEs via rubrics in CIS for evidence of Cadets’ writing proficiency, over and above their grade.

5. **Key Consequences**: Cadets who consistently excel in their writing will access special opportunities and recognition. Cadets who repeatedly fail to demonstrate writing proficiency on SWEs, no matter what grade they receive for the course, will be directed to further opportunities to develop themselves as writers, potentially including STAP coursework.

<table>
<thead>
<tr>
<th>FYC (1)</th>
<th>WiC (~5)</th>
<th>WiM (1/major)</th>
<th>WiP (2)</th>
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<tbody>
<tr>
<td>1. EN101 or EN151</td>
<td>2. HI105/155 · HI108/158 (after one semester @ USMA)</td>
<td>7. Course Varies (LIST)</td>
<td>8. LW403 9. MX400</td>
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<tr>
<td>3. CH102 · PH206/256 · CH275</td>
<td>4. MA206/256</td>
<td>5. PL300</td>
<td>6. SS307/357</td>
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SLIDES 3-6: How to Execute WPWP Requirements in Blackboard (uploading your Signature Writing Events)

- All cadets **must** maintain their Cadet Writer ePortfolios (CWPs) in Blackboard, where they are enrolled in a single course according to graduation year (e.g. “WPWP_2021 / Cadet Writer ePortfolios: Class of 2021”).
- CWPs are checked regularly for accuracy and completeness. **Failure to maintain your CWP may affect your academic standing, and you will be reported to your chain of command.**
- The following example is for the Class of 2021, but nearly identical courses exist for other Grad Years. You will have access to your ePortfolio even after you graduate, giving you more opportunities for reflection and to become an even stronger writer.

After you log in to Blackboard, select your WPWP course. You’ll arrive at this simple homepage. Note the live links and “HELP” cell for additional info.
As you scroll down your homepage, you’ll see folders for each kind of WPWP Course: FYC, WiC, WiM, and WiP. Click on the appropriate folder for your course. E.g. WiC.
Once you’ve clicked into a folder, like WiC (below), you’ll see an assignment for each WiC course. (The screenshot below shows only three of the eight courses designated as “WiC.”) Click on the relevant course to upload your SWE and write your required reflection, e.g. CH102.

Note: some WPWP-linked courses include special directions, such as HI105/155 and HI108/158, where you are only evaluated on SWEs after you’ve completed at least one semester at USMA.
Once you’ve clicked into the assignment:

1) Upload the unmarked SWE that you submitted to your instructor (in a PDF, Word DOC, or other appropriate format). Include your last name and the course number when naming the “Link Title” that appears once you upload the document (see middle circle).

2) Enter a brief reflection in the “Add Comments” textbox: what do you see as the strengths and weaknesses of your product? What was your writing process like for this SWE?

That’s it! Click the **Submit** button at the bottom and you’re done.
Note: SWE results that are incomplete will not adversely affect you.
3. Additional Information: The image below depicts the content of the WPWP Assessment Rubric faculty use to evaluate your SWE and an example of the kinds of results you may review in CIS (see slide #7). Results are entered by your instructor by the end of every semester.

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<td>1.</td>
<td><strong>SUBSTANCE:</strong> Expresses ideas, arguments, or findings with insight, nuance, and precision. Enlists credible, relevant evidence; develops sound logic and convincing analysis.</td>
<td>E</td>
<td>S</td>
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<td>2.</td>
<td><strong>ORGANIZATION:</strong> Structures work according to appropriate disciplinary or generic expectations. Develops orderly, cohesive paragraphs or sections as well as a clear, logical flow guided by effective transitions.</td>
<td>E</td>
<td>S</td>
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<td>3.</td>
<td><strong>STYLE &amp; PRESENTATION:</strong> Models style suitable to the genre or discipline, e.g. with regard to tone or diction. Adheres to conventions in formatting, layout, elements of visual rhetoric, etc.</td>
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<td>S</td>
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<td>4.</td>
<td><strong>MECHANICS &amp; CORRECTNESS:</strong> Uses language with clarity, accuracy, and concision. Errors or awkwardness that are present do not significantly impede understanding.</td>
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<td>S</td>
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<td>5.</td>
<td><strong>DOCUMENTATION:</strong> Documentation is correct and complete according to the applicable standard.</td>
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**OVERALL PROFICIENCY:** Communicates effectively on the whole. Responds adequately to the assignment, demonstrating understanding of its audience, context, and purpose.

**ADDITIONAL COMMENT:** Briefly explain why this SWE does not demonstrate overall proficiency. Where specifically must the author improve?  

(Required only for Overall Non-Proficiency.)

[Blank space for additional comment with 499 character remaining (max 500)]
ALL CADETS

- Complete courses in FYC (1), WiC (~5), WiM (1), WiP (2) to gain proficiency in writing across disciplines
- Complete Signature Writing Events (SWEs) in each WPWP-linked course; dual submit SWEs to their instructors and to Cadet Writer ePortfolios (CWPs) via BlackBoard; non-proficiency on multiple SWEs (as assessed by faculty and WPWP leaders) triggers further developmental requirements

SELECT FACULTY

- Observe relevant WPWP Curricular Standards and choose aspects of WPWP Pedagogical Model to use in courses
- Complete WPWP Assessment Rubrics via AMS for SWEs

MOUNGER WRITING CENTER

- Offers one-on-one appointments, group workshops, and special events to all cadets, faculty, staff
- Supports work on any writing, speaking, or design project

WRITING FELLOWS PROGRAM

- Guides the progressive academic and professional development of Cadet Writing Fellows
- Provides specialized support to all faculty as writers and teachers of writing through workshops, bootcamps, and retreats as well as individual advising and online resources
- Partners with expert academics and distinguished professionals to support on-post colloquia, speaker series, and site visits