Guide for Course Directors & Faculty
Teaching WPWP-linked Courses

Slide 2  Overview + Core Responsibilities
Slides 3-6  Required syllabi inserts for WPWP-linked courses (All Faculty)
Slides 7-10  How to designate the SWE in AMS (Course Directors)
Slides 11-15  How to assess the SWE in AMS (All Faculty)
Slides 16-17  How to analyze & ensure accountability of SWEs in AMS (Course Directors)
Slide 18  WPWP Big Picture

Questions? Email wpwp@westpoint.edu.
The following guidance directly impacts everyone who designs and teaches courses linked to the WPWP. Consult our website (www.westpoint.edu/wpwp) or the permanent sharepoint folders maintained for every department at any time for additional definitive and up-to-date information.

1. All instructors must...
   a. observe curricular standards relevant to your course’s designation (FYC/WiC/WiM/WiP).
      ▪ Note: your syllabus must include informational inserts about the WPWP. Pull language from slides #3-6 specific to your course’s designated role.
   b. draw on the WPWP’s pedagogical model as appropriate (X of 7 approaches).
      ▪ Note: Faculty are empowered to determine the approaches that best suit their discipline and course design, how to meet the intent of those approaches, and how often those approaches occur. In short, the pedagogical model is a resource for faculty teaching WPWP-linked courses, not a constraint.

2. All course directors must...
   a. ensure that the design and execution of courses linked to the WPWP conforms with relevant curricular standards and teaching strategies as specified in the pedagogical model.
   b. designate one key assignment as a Signature Writing Event (SWE) in AMS, the syllabus, and the assignment itself. See slides #7-10 for logistical guidance to AMS.
      ▪ SWEs must always be individually-authored.
      ▪ SWEs usually occur later in the semester, allowing time for learning and practicing (excepting WiP courses).
   c. ensure that all course instructors complete SWE rubrics as appropriate for enrolled cadets before posting final grades. See slides #16-17 for AMS accountability and analysis measures, including valuable assessment tools.

3. All faculty must complete WPWP Assessment Rubrics in AMS on Cadet SWEs as required. See slides #11-15 for AMS guidance.
This class fulfills the “First-Year Composition” (FYC) requirement of the West Point Writing Program (WPWP), which supports your development as a writer and communicator across the curriculum. As an FYC course, this class introduces you to the study of argument-based academic writing and fully explores the writing process. Writing is an integral and essential component of classroom instruction, and multiple major assignments require you to engage in a recursive writing process. You will author at least 5000 words of finished academic writing, and your instructor will meet with you in multiple individual or small group conferences, in addition to providing you with timely, detailed, and personalized feedback. The course also includes a Signature Writing Event (SWE), which your instructor will assess for evidence of your proficiency as a writer. This assessment is separate from the grade you will receive on the assignment. More information is available at westpoint.edu/wpwp.

The Mounger Writing Center (MWC) is a subcomponent of the Writing Program and a valuable resource for you to consider. Located on the second floor of Jefferson Hall, the MWC sponsors one-on-one consultations, group workshops, and special events for all faculty and cadets (come in for any course—not just those linked to the WPWP). Get more information and schedule at usma.mywconline.com.
SLIDES 3-6: Required syllabi inserts for WPWP-linked courses

Note: Per curricular standards approved by the Academic Board, courses linked to the West Point Writing Program (WPWP) must include an informational statement about the WPWP in their syllabus. These statements orient Cadets to the WPWP as well as one of its key subcomponents, the Mounger Writing Center. Course Directors may revise and tailor the style of these statements according to the particular needs of their courses, but final versions distributed to Cadets should include the details specified below as well as distinct mentions of the WPWP and the MWC. MS word versions of these statements are available the permanent SharePoint folders the WPWP curates for every department.

WPWP Statement for Writing-in-the-Core (WiC)

[HI105/155, HI108/158, CH102, CH275, PH206/256, MA206/256, PL300/350, SS307/357]

This class serves as a “Writing-in-the-Core” (WiC) course in the West Point Writing Program (WPWP), which supports your development as a writer and communicator across the curriculum. As a WiC course, this class engages you in the introductory study and practice of writing in a specific discipline. Along the way, you will receive selective writing instruction that prepares you to complete a Signature Writing Event (SWE), which your instructor will assess for evidence of your proficiency as a writer. This assessment is separate from the grade you will receive on the assignment, and if you are marked as “Not Proficient” on more than one SWE for WiC courses, you will be directed to complete further development (potentially including a STAP course). More information is available at westpoint.edu/wpwp.

The Mounger Writing Center (MWC) is a subcomponent of the Writing Program and a valuable resource for you to consider. Located on the second floor of Jefferson Hall, the MWC sponsors one-on-one consultations, group workshops, and special events for all faculty and cadets (come in for any course—not just those linked to the WPWP). Get more information and schedule at usma.mywconline.com.
SLIDES 3-6: Required syllabi inserts for WPWP-linked courses

**Note:** Per curricular standards approved by the Academic Board, courses linked to the West Point Writing Program (WPWP) must include an informational statement about the WPWP in their syllabus. These statements orient Cadets to the WPWP as well as one of its key subcomponents, the Mounger Writing Center. Course Directors may revise and tailor the style of these statements according to the particular needs of their courses, but final versions distributed to Cadets should include the details specified below as well as distinct mentions of the WPWP and the MWC. MS word versions of these statements are available the [permanent SharePoint folders](#) the WPWP curates for every department.

**WPWP Statement for Writing-in-the-Major (WiM)**

[One course designated for each major. List.]

This class serves as a “Writing-in-the-Major” (WiM) course in the West Point Writing Program (WPWP). As a WiM course, this class facilitates your intensive study and practice of writing that is integral to your major field. Writing is a significant component of classroom instruction, and at least one major assignment requires you to engage in a recursive writing process. You will author substantial amounts of finished writing, individually or collaboratively, as appropriate to the discipline. The course also includes a Signature Writing Event (SWE), which your instructor will assess for evidence of your proficiency as writer; this assessment is separate from the grade you will receive on the assignment. If you are marked as “Not Proficient,” you may be directed to revise the assignment or to complete further development at the discretion of the department. More information is available at [westpoint.edu/wpwp](http://westpoint.edu/wpwp).

The Mounger Writing Center (MWC) is a subcomponent of the Writing Program and a valuable resource for you to consider. Located on the second floor of Jefferson Hall, the MWC sponsors one-on-one consultations, group workshops, and special events for all faculty and cadets (come in for any course—not just those linked to the WPWP). Get more information and schedule at [usma.mywconline.com](http://usma.mywconline.com).
Note: Per curricular standards approved by the Academic Board, courses linked to the West Point Writing Program (WPWP) must include an informational statement about the WPWP in their syllabus. These statements orient Cadets to the WPWP as well as one of its key subcomponents, the Mounger Writing Center. Course Directors may revise and tailor the style of these statements according to the particular needs of their courses, but final versions distributed to Cadets should include the details specified below as well as distinct mentions of the WPWP and the MWC. MS word versions of these statements are available in the permanent SharePoint folders the WPWP curates for every department.

WPWP Statement for Writing-in-the-Profession (WiP)
[LW403, MX400]

This class serves as a “Writing-in-the-Profession” (WiP) course in the West Point Writing Program (WPWP). As a WiP course, this class prepares you to reason and communicate successfully as an Army officer. You’ll receive selective writing instruction that prepares you to complete a Signature Writing Event (SWE), which your instructor will assess for evidence of your proficiency as a writer. This assessment is separate from the grade you will receive on the assignment, and if you are marked as “Not Proficient,” you may be directed to revise the assignment or to complete further development (potentially including a STAP course if you have received non-proficiencies on prior SWEs). More information is available at westpoint.edu/wpwp.

The Mounger Writing Center (MWC) is a subcomponent of the Writing Program and a valuable resource for you to consider. Located on the second floor of Jefferson Hall, the MWC sponsors one-on-one consultations, group workshops, and special events for all faculty and cadets (come in for any course—not just those linked to the WPWP). Get more information and schedule at usma.mywconline.com.
All **Course Directors** of WPWP-linked courses must designate the graded event that serves as the SWE in the syllabus, assignment itself, and in AMS. *(The SWE is also referenced in the WPWP inserts that must be included in syllabi for WPWP-linked courses.)*

To designate the SWE in AMS, go to your “Course Administration” menu and click on “Graded Event Template.”

**Note:** Faculty teaching the course you direct will not have the ability to view or complete SWE Assessment Rubrics in AMS until you complete these steps designating the SWE.
Once you (as Course Director) have arrived at this screen, “Graded Event Template,” click on “Edit” for the event you want to designate as the SWE.

- You may only designate one event as the SWE. If you change your mind, the most recent designation supersedes the previous.

- The event you designate as the SWE should be its own event, **not** a sub-event (part of a larger series).
Click the “SWE” dropdown menu to change from “N” (default) to “Y.” Click on the “Update” button.

**Reminder:** You may only designate one event as the SWE. If you change your mind, the most recent designation supersedes the previous.
Clicking “update” on the previous screen returns you to the “Graded Event Template” menu, where the “SWE” is now designated.

Reminder: Faculty teaching your course will not have the ability to view or complete SWE Assessment Rubrics in AMS until the SWE itself has been designated. Course Directors should designate the event before or near the beginning of the semester.
To begin, click on the Grade Book for any individual section of a WPWP-linked course. (All faculty must complete rubrics through the “Instructor” view of the gradebook, even if they are also Course Directors.)
1. In the sidebar frame, click on the starred graded event (the event that the Course Director has designated as the course’s SWE). Doing so will fill the main frame to the right with the Grade Report for that event, which includes three columns for the SWE.

2. Click on the individual rubric – which will read either Required or Optional – for the cadet on whom you’d like to fill out the rubric. Rubrics must be completed for all cadets in FYC, WiC, and WiP courses.

In WiM courses, rubrics are required only for cadets who are majoring in the discipline for which the course fulfills the “WiM” requirement. Course Directors determine whether faculty also complete rubrics marked as “Optional.”
Below is the rubric you will access for each cadet; complete all rubrics as required. Click “Background” or “Tips on Completing Rubrics” to drop down useful additional guidance. Note: “Did Not Complete” should be used only in cases when the cadet does not submit an SWE or when faculty have other cause not to evaluate the assignment.

Note legend and navigation information.

See next slide for an example of a completed rubric. Note: three buttons at the bottom allow you to Save Changes (and keep working), Save Changes and Submit, or Clear Form and Delete.
This rubric has been completed. Note that you must indicate a value for every field (Substance, Organization, Style & Presentation, Mechanics & Correctness, Documentation, and Overall Proficiency).

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<th>Grad Yr: 2022</th>
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**Navigation:** Use Mouse or Up→ Down→ Arrow and Tab | E=Exemplary S=Satisfactory M=Marginal NP=Not Proficient

**Did Not Complete**

<table>
<thead>
<tr>
<th>1. SUBSTANCE: Expresses ideas, arguments, or findings with insight, nuance, and precision. Enlists credible, relevant evidence; develops sound logic and convincing analysis.</th>
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<tr>
<td>2. ORGANIZATION: 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>
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<td>3. STYLE &amp; PRESENTATION: 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>4. MECHANICS &amp; CORRECTNESS: Uses language with clarity, accuracy, and concision. Errors or awkwardness that are present do not significantly impede understanding.</td>
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<td>5. DOCUMENTATION: 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.

<table>
<thead>
<tr>
<th>E</th>
<th>S</th>
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**ADDITIONAL COMMENT:** Briefly explain why this SWE does not demonstrate overall proficiency. Where specifically must the author improve? (Required only for Overall Non-Proficiency.)

CDT Doe has failed to meet the minimum standard of proficiency here. His claims are unfocused, hyperbolic, and supported almost exclusively with evidence drawn from dubious sources. Moreover, the paper is riddled with sentence-level errors, one nearly every sentence, that make it difficult to follow and further undermine his credibility. He needs a lot of work in these areas to get to the standard.

You may enter an Additional Comment only when you deem the Cadet “NP” overall, in which case a comment of no more than 500 characters is required.

Maximum number of characters is 500. Current character count: 401

When finished, click on “Save Changes and Submit.”
Note that Grade Report display in the “SWE Rslt” column changes to reflect the value entered for “Overall Proficiency.”

Continue to complete rubrics for all cadets, as appropriate.
Course Directors may access a range of analytical and accountability measures via the “SWE Rubric Compliance and Data Report” link within the “Course Administration” menu.

AMS Troubleshooting Tip: To display AMS features as intended, browser must NOT be in Internet Explorer's “Compatibility Mode.” To manually adjust: 1) Press Alt to display IE menu; 2) Choose Tools | Compatibility View Settings; 3) Remove the checkmark next to “Display intranet sites in Compatibility View”; 4) Choose Close.
This report equips Course Directors with many tools and options for accountability as well as analysis.

1. Adjust search to one or more courses, or sections within a course, or to a particular cadet.

2. Export records to Excel for statistical analysis and program assessment. (Note: the WPWP maintains all official Academy records.)

3. See at a glance how many rubrics instructors have completed.

4. View specific rubric results in HTML or PDF for any given cadet for whom a rubric has been completed.

5. Adjust display by clicking on any column to reorder results for analysis (note how total scoring for all subfields is visible) and, especially, for accountability.
Additional, up-to-date information about the West Point Writing Program (WPWP) always available at westpoint.edu/wpwp.

**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 every WPWP-linked course; non-proficiency on multiple SWEs (as assessed by faculty and WPWP leaders) may trigger further developmental requirements.

**First Year Composition (FYC)**
- EN101 or EN151
- Semesters 1 or 2

**Writing-in-the-Core (WiC)**
- Some combination of: CH102, CH275, PH206/56, MA206/56, HI105/55, HI108/58, PL300/50, SS307/57
- Semesters 2-7

**Writing-in-the-Profession (WiP)**
- MX400 + LW403
- Semesters 7-8

**Writing-in-the-Major (WiM)**
- One Course in Major
- Semesters 3-8

**Mounger Writing Center**
- One-on-one consultations, group workshops, and special events for all cadets and faculty.
- Support for any communications project, for any purpose (academic, personal, professional).

**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.

**Writing Fellows Program**
- Guides the progressive academic and professional development of elite Cadet Writing Fellows.
- Provides specialized support to all faculty as writers and teachers of writing via WPWP leaders and contracted Postgraduate Fellows: workshops, bootcamps, individual advising, online resources.
- Partners with expert academics and distinguished professionals to facilitate enrichment through on-post colloquia, speaker series, and site visits.