How-to 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’ Overview

Questions? Email [wpwp@westpoint.edu](mailto:wpwp@westpoint.edu).
The WPWP directly affects everyone teaching WPWP-linked courses. Find definitive, up-to-date information anytime at www.westpoint.edu/wpwp or in the permanent SharePoint folders the WPWP maintains for every department.

1. When designing and teaching a course, observe relevant ‘Curricular Standards’ (FYC/WiC/WiM/WiP)
   - Your syllabus must include informational inserts about the WPWP. Pull language from slides #3-6 specific to your course’s designated role.

2. When designing and teaching a course, draw on the ‘Pedagogical Model’ as appropriate (X of 7 approaches)
   - Consider integrating ‘writing-to-learn’ tactics, plus ‘modeling’ and ‘scaffolding’ assignments; consult with WPWP leaders as desired.

3. All Course Directors:
   a. Review relevant ‘WPWP Course Planning & Report Form’ (FYC, WiC, WiM, or WiP) and submit one form per course NLT 1 April every calendar year. (Report can be on preceding fall or present spring iteration of course.) Forms available via WPWP leadership; they are also emailed to Course Directors (as listed in AMS) every semester.
   b. Designate one key assignment as a Signature Writing Event (SWE) in AMS, the syllabus, and the assignment itself. See slides #7-10 for relevant AMS guidance.
      - SWEs must always be individually-authored and include an artifact (PDF/WORD) that cadets may upload into their ePortfolios.
      - SWEs usually occur later in the semester, allowing time for learning and practicing (excepting WiP courses).
   c. Ensure that all course instructors complete rubrics as appropriate for enrolled cadets before posting final grades. See slides #16-17 for AMS accountability and analysis measures, including valuable assessment tools.

4. All Faculty:
   a. Complete WPWP Assessment Rubrics in AMS on all Cadet SWEs. See slides #11-15 for AMS guidance.
   b. Explicitly remind Cadets to dual submit SWEs not only to instructors but also to their Cadet Writer ePortfolios (CWPs*), which are located in Blackboard. Include a sentence such as this one in the assignment: “You must also submit your final product to your Cadet Writer ePortfolio on Blackboard.” (Cadets submit ungraded products.)

*NOTE: Managing overall accountability for ePortfolios is the responsibility of the WPWP, not individual faculty.
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. You must upload your SWE to your Blackboard-based Cadet Writer ePortfolio, where you will collect each SWE you author over your 47-month experience. In addition to helping you better understand your growth as a writer, your ePortfolio ensures your lifelong access to these products for future academic and professional purposes. 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.
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, 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’ll 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). You must upload your SWE to your Blackboard-based Cadet Writer ePortfolio, where you will collect each SWE you author over your 47-month experience. In addition to helping you better understand your growth as a writer, your ePortfolio ensures your lifelong access to these products for future academic and professional applications. More information is available at westpoint.edu/wpwp.

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**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. You must upload your SWE to your Blackboard-based Cadet Writer ePortfolio, where you will collect each SWE you author over your 47-month experience. In addition to helping you better understand your growth as a writer, your ePortfolio ensures your lifelong access to these products for future academic and professional applications. More information is available at westpoint.edu/wpwp.

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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). You must upload your SWE to your Blackboard-based Cadet Writer ePortfolio, where you will collect each SWE you author over your 47-month experience. In addition to helping you better understand your growth as a writer, your ePortfolio ensures your lifelong access to these products for future academic and professional applications. 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 would like 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.
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 are strongly encouraged to 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.
1. In the left-most 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 Rubric for any cadet on whom you’d like to fill out the rubric.

Note: WiM courses only require an evaluation for cadets majoring for the discipline for which the course is designated “WiM.”
Complete rubric for each cadet as required. Doing so should take, on average, no more than ninety seconds per cadet.

Click “Background” or “Tips on Completing Rubrics” to drop down concise additional information and guidance.

Note legend and navigation information

West Point Writing Program: Signature Writing Event (SWE) Rubric

**Ratee Name:**  
**Grad Yr:** 2020  
**Company:** D4

**Navigation:** Use Mouse or Up/Down Arrow and Tab | **E**—Exemplary  **S**—Satisfactory  **M**—Marginal  **NP**—Not Proficient

<table>
<thead>
<tr>
<th>1. <strong>SUBSTANCE:</strong> Expresses ideas, arguments, or findings with insight, nuance, and precision. Enlists credible, relevant evidence; develops sound logic and convincing analysis.</th>
<th>E</th>
<th>S</th>
<th>M</th>
<th>NP</th>
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<tr>
<td>2. <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>
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<td>NP</td>
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<td>3. <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>4. <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>5. <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.)

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499 character remaining (max 500)
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See next slide for an example of a completed rubric. Note that three different buttons at the bottom allow you to Save Changes (and keep working), Save Changes and Return, or Cancel and Exit.
This rubric has been completed. Note that you must indicate a value for each field (Substance, Organization, Style & Presentation, Mechanics & Correctness, Documentation, and Overall Proficiency). 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. Cadets deemed “Not Proficient” overall on more than one WiC or WiP SWE will be directed to further development (potentially including writing-intensive STAP courses).

West Point Writing Program: Signature Writing Event (SWE) Rubric

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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 Proficiency.)

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Cadet Doe has failed to meet a minimum standard of proficiency in this assignment. 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.

64 character remaining (max 500)
**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 Report” link within the “Course Administration” menu. (See next slide for the screen to which this link takes you.)

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.
With this report, Course Directors have many tools and options:

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 study. (Note: WPWP administrators do this for all courses to preserve a permanent archive for longitudinal assessment.)

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 and, especially, for accountability.
Increasing Disciplinary & Professional Depth

**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** via BlackBoard; 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)**
- ~ Five Core Courses (HSS, MSE)
- 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)

**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**

**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

**IMPACTED POPULATIONS: ROLES & RESPONSIBILITIES**