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 **Ms. Wynn Klosky** (WPWP Program Manager)
The WPWP directly affects everyone teaching WPWP-linked courses. Find definitive, up-to-date information anytime at www.westpoint.edu/wpwp.

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’ll 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.

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 to Faculty: 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 both the WPWP and its support component, the Mounger Writing Center (MWC). 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. Please address any questions to your departmental representative on the WPWP Executive Committee (see “Groups” at westpoint.edu/wpwp).

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

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

Note: HI105/155/108/158 count as “WiC” (i.e. enrolled cadets receive an SWE evaluation) only for cadets who have completed at least one semester at USMA

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’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’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.

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 to Faculty:** 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 both the WPWP and its support component, the Mounger Writing Center (MWC). 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. Please address any questions to your departmental representative on the WPWP Executive Committee (see “Groups” at westpoint.edu/wpwp).

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

[1 course required for the major | Varies]

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’ll 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.

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 to Faculty: 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 both the WPWP and its support component, the Mounger Writing Center (MWC). 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. Please address any questions to your departmental representative on the WPWP Executive Committee (see “Groups” at westpoint.edu/wpwp).

**WPWP Statement for Writing-in-the-Profession (WiP)**

[MX400, LW403]

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’ll 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.

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### Academic Year: 2018  Term: 1

**Reminder:** Please post interim grades after each major graded event.

<table>
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<tr>
<th>Role</th>
<th>Course List</th>
<th>Lab</th>
<th>Room Nbr</th>
<th>Action</th>
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<tr>
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<td>EN321 AMERICAN LITERATURE I</td>
<td></td>
<td></td>
<td>Grade Book, Class Roster, Course Admin, Sections</td>
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<td>Course Director</td>
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<td>Grade Book, Class Roster, Section Admin, Red Book</td>
</tr>
</tbody>
</table>
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 that the middle column includes Graduation Years: certain WPWP-linked courses (such as WiC and WiM courses) only apply require an SWE evaluation for specific populations. E.g. SWE evaluation for WiC courses in history (HI105/155/108/158) is required exclusively for cadets in their second or later semester. Similarly, SWE evaluations for WiM courses need only be completed on cadets majoring in 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

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).

When finished, click on “Save Changes and Return.”
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.
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

IMPACTED POPULATIONS: ROLES & RESPONSIBILITIES

This graphic and additional up-to-date information about the cross-curricular West Point Writing Program (WPWP) always available at westpoint.edu/wpwp