



West Point Writing Program

A division of the Office of the Dean

Jefferson Hall 122-129

westpoint.edu/WPWP

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 in AMS (*All Faculty*)
- Slides 16-17** How to Analyze & Ensure Accountability of SWEs in AMS (*Course Directors*)
- Slide 18** WPWP 'Big Picture' Overview



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.*

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).

WPWP Statement for First-Year Composition (FYC) [EN101, EN151]

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.

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).

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).

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.

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).

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.

SLIDES 7-10: How to Designate the SWE in AMS (*for Course Directors*)

[Attendance Tracking](#) | [Grade Scale](#) | [Graded Event Template](#) | [User Roles](#) | [Course List](#)

XH303 WRITING PROCESS AND PEDAGOGY AYT: 2018 1

Features

Course Administration

Course Administration allows the Course Director to create, edit and set the Course Grade Scale; create and edit the Graded Event Template; grant User Roles; and Resection the Course. The Course Director can also make the results of Course Graded Events visible to cadets.

Functionality Includes:

- [Grade Scale](#)
- [Graded Event Template](#)
- [Book Requirement](#)
- [User Roles](#)
- [Resectioning Within the Hour](#)
- [Make Events Visible to Cadets in CIS](#)
- [Make Points & Average Visible for Interim/Final Grades in CIS](#)
- [Post Interim Grades Daily](#)
- [Send E-Mail](#)
- [Attendance Tracking](#)
- [Corps Squad Cadets](#)
- [USMAPS Cadets](#)
- [Post Course Grades](#)
- [Instructor \(Student Assessment\) Compliance Report](#)
- [Manage Course Lessons](#)
- [Manage Course Lesson Uniforms](#)
- [Manage Course e-Acknowledgement Statements](#)
- 8Taps

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.

SLIDES 7-10: How to Designate the SWE in AMS (for Course Directors)

[Add Event](#) | [Course Administration](#) | [Course List](#)

XH303 Course Point Allocation

Course Director Points: 1000

Instructor Points: 0

Total Points: 1000

1. Set the Course Director Points for the course by clicking the Edit button above.
2. Enter the Course Director Points.
3. Click the Save button to save the Course Director Points.
4. Select [Add Event](#) to add an event to the template.
5. Edit or delete graded events by clicking Edit for a graded event below.

**XH303 Course Level Events:
10 Events**

Event Type	Description	Descr Short	Max Points	Lesson Nbr	Signature Writing Event	
WPR	WPWP Examination	WPExam	75	10	-	Edit
PAPER	Disruptive Reflection	DisRef	75	15	-	Edit
PAPER	Response Paper	RespPa	100	38	-	Edit
EXERC	Professional Client Reports	ClIRep	75	39	-	Edit
PAPER	PP: Self-Assessment	PPSA	100	39	-	Edit
EXERC	Peer Assessments	Assmnt	50	39	-	Edit
QUIZ	Discussion Primers	DiscPr	75	40	-	Edit
CLASS PART	Effort and Engagement	EffEng	50	40	-	Edit
PAPER	Final Scholarly Essay	FinEss	250	40	-	Edit
INSTR EVENT	Faculty Mentor Assessment	FacMen	150	40	-	Edit
Total Points			1000			

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.

SLIDES 7-10 : How to Designate the SWE in AMS (for Course Directors)

[Add Sub Events](#) | [Event Template](#) | [Course Administration](#) | [Course List](#)

Editing XH303 Graded Event: Response Paper (Lsn Nbr 38)

Event Type	Description	Short Descr	Max Points	Lesson Nbr	SWE
PAPER	Response Paper	RespPa	100	38	N
PROJ					
QUIZ					
TEE					

Update Delete Cancel

1. Edit the event.
2. Click the Update button to save the event.
3. Click the Cancel button to cancel the update.
4. Click the Delete button to delete the event.
5. You will be prompted to verify the delete.
6. Click the Cancel button to cancel the delete.
7. Click here to [Add Sub Events](#).
8. SWE (Signature Writing Event) - one graded event for this course is to require a Signature Writing Event.

Sub Events

Description	Max Points	
Consulting Challenge Presentation	100	Edit
Total Points	100	

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.

SLIDES 7-10 : How to Designate the SWE in AMS (for Course Directors)

[Add Event](#) | [Course Administration](#) | [Course List](#)

Event Response Paper was updated.

XH303 Course Point Allocation

Course Director Points: 1000

Instructor Points: 0

Total Points:	1000
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1. Set the Course Director Points for the course by clicking the Edit button above.
2. Enter the Course Director Points.
3. Click the Save button to save the Course Director Points.
4. Select [Add Event](#) to add an event to the template.
5. Edit or delete graded events by clicking Edit for a graded event below.

XH303 Course Level Events:
10 Events

Event Type	Description	Descr Short	Max Points	Lesson Nbr	Signature Writing Event	
WPR	WPWP Examination	WPExam	75	10	-	Edit
PAPER	Disruptive Reflection	DisRef	75	15	-	Edit
PAPER	Response Paper	RespPa	100	38	SWE	Edit
EXERC	Professional Client Reports	CliRep	75	39	-	Edit
PAPER	PP: Self-Assessment	PPSA	100	39	-	Edit
EXERC	Peer Assessments	Assmnt	50	39	-	Edit
QUIZ	Discussion Primers	DiscPr	75	40	-	Edit
CLASS PART	Effort and Engagement	EffEng	50	40	-	Edit
PAPER	Final Scholarly Essay	FinEss	250	40	-	Edit
INSTR EVENT	Faculty Mentor Assessment	FacMen	150	40	-	Edit
Total Points			1000			

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.

Slides 11-15: How to Assess the SWE in in AMS (All Faculty)

To begin, click on the [Grade Book](#) for any individual section of a WPWP-linked course.

Academic Year: 2018 Term: 1

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

[Interim Grade Reports](#) | [TEE Schedule](#) | [Instructor Gray Book](#)

Role	Course List	Lab	Room Nbr	Action			
Course Director	Show Sections	EN321 AMERICAN LITERATURE I		Grade Book	Class Roster	Course Admin	Sections
Course Director	Show Sections	XH303 WRITING PROCESS AND PEDAGOGY		Grade Book	Class Roster	Course Admin	Sections
Course Director	Show Sections	XH313 ADVANCED WRITING PEDAGOGY		Grade Book	Class Roster	Course Admin	Sections
Instructor		EN321 D43 AMERICAN LITERATURE I	TH440	Grade Book	Class Roster	Section Admin	Red Book
Instructor		XH303 F43 WRITING PROCESS AND PEDAGOGY	LH224	Grade Book	Class Roster	Section Admin	Red Book
Instructor		XH313 E43 ADVANCED WRITING PEDAGOGY	LH224	Grade Book	Class Roster	Section Admin	Red Book

Slides 11-15: How to Assess the SWE in in AMS (All Faculty)

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.

- [Course List](#)
- [XH303 F43 Roster](#)
- [Section Administration](#)
- [Bonus Points](#)
- [Complete Grade Book-Excel](#)
- [Graded Event Report](#)
- [Section Roster Sheet](#)

1. Select an Event from the list below.
2. Click Edit on the top of the right hand frame to add or edit points.
3. Enter the points.
4. Click Update to save the points.
5. Click on the Cadet's name or Student Details for an individual grade report.

Course Director Events:

Event	Sub Event	Max Points
WPExam	WPExam	75
DisRef	Journ1	75
RespPa	ConsCh	100
CliRep	CliRep	75
PPSA	MenRe	100
Assmnt	Assmnt	50
DiscPr	DiscPr	75
EffEng	EffEng	50
FinEss	FinEss (SWE) ★	250
FacMen	FacMen	150
Total Points		1000

PRIVACY ACT DATA - FOR OFFICIAL USE ONLY
[Edit](#) [Section Grades](#)

XH303 F43 2018 - 1
Final Scholarly Essay - Lesson Nbr 40 - 250 Points
 19 Records

Name	Event Pts Earned	Event Percent	Event Grade	SWE Rubric	Grd Yr	SWE Rslt	Course Possible Pts	Course Pts Earned	Course Percent	Course Grade
	245.00	98.00	A+	Rubric	2020		250.00	245.00	98.00	A+
	180.00	72.00	C-	Rubric	2020	S	250.00	180.00	72.00	C-
	220.00	88.00	B+	Rubric	2020		250.00	220.00	88.00	B+
	210.00	84.00	B	Rubric	2020		250.00	210.00	84.00	B
	200.00	80.00	B-	Rubric	2020		250.00	200.00	80.00	B-
	240.00	96.00	A	Rubric	2020		250.00	240.00	96.00	A
	235.00	94.00	A	Rubric	2020		250.00	235.00	94.00	A
	190.00	76.00	C	Rubric	2020		250.00	190.00	76.00	C
	200.00	80.00	B-	Rubric	2020		250.00	200.00	80.00	B-
	205.00	82.00	B-	Rubric	2020		250.00	205.00	82.00	B-
	200.00	80.00	B-	Rubric	2019		250.00	200.00	80.00	B-
	175.00	70.00	C-	Rubric	2020		250.00	175.00	70.00	C-
	180.00	72.00	C-	Rubric	2020		250.00	180.00	72.00	C-
	160.00	64.00	F	Rubric	2020		250.00	160.00	64.00	F

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."

Slides 11-15: How to Assess the SWE in in AMS (All Faculty)

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

Background:

Tips on Completing Rubrics:

Ratee Name: Grad Yr: Company:

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

	E	S	M	NP
1. SUBSTANCE: Expresses ideas, arguments, or findings with insight, nuance, and precision. Enlists credible, relevant evidence; develops sound logic and convincing analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. STYLE & 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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. MECHANICS & CORRECTNESS: Uses language with clarity, accuracy, and concision. Errors or awkwardness that are present do not significantly impede understanding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. DOCUMENTATION: Documentation is correct and complete according to the applicable standard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OVERALL PROFICIENCY: Communicates effectively on the whole. Responds adequately to the assignment, demonstrating understanding of its audience, context, and purpose.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADDITIONAL COMMENT: Briefly explain why this SWE does not demonstrate overall proficiency. Where specifically must the author improve? (Required only for Overall Non-Proficiency.)				
<input type="text"/> 499 character remaining(max 500)				

Save Changes

Save Changes and Return

Cancel and Exit

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.

Slides 11-15: How to Assess the SWE in in AMS (All Faculty)

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

Background:

Tips on Completing Rubrics:

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

	E	S	M	NP
1. SUBSTANCE: Expresses ideas, arguments, or findings with insight, nuance, and precision. Enlists credible, relevant evidence; develops sound logic and convincing analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. STYLE & 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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. MECHANICS & CORRECTNESS: Uses language with clarity, accuracy, and concision. Errors or awkwardness that are present do not significantly impede understanding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. DOCUMENTATION: Documentation is correct and complete according to the applicable standard.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
OVERALL PROFICIENCY: Communicates effectively on the whole. Responds adequately to the assignment, demonstrating understanding of its audience, context, and purpose.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ADDITIONAL COMMENT: Briefly explain why this SWE does not demonstrate overall proficiency. Where specifically must the author improve? <i>(Required only for Overall NP Proficiency.)</i>				

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.

84 character remaining(max 500)

Save Changes

Save Changes and Return

Cancel and Exit

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

Slides 11-15: How to Assess the SWE in in AMS (All Faculty)

PRIVACY ACT DATA - FOR OFFICIAL USE ONLY

[Edit Section Grades](#)

XH303 F43 2018 - 1 Final Scholarly Essay - Lesson Nbr 40 - 250 Points 19 Records

Name	Event Pts Earned	Event Percent	Event Grade	SWE Rubric	Grd Yr	SWE Rslt	Course Possible Pts	Course Pts Earned	Course Percent	Course Grade
	245.00	98.00	A+	Rubric	2020		250.00	245.00	98.00	A+
	180.00	72.00	C-	Rubric	2020	S				
	220.00	88.00	B+	Rubric	2020					
	210.00	84.00	B	Rubric	2020					
	200.00	80.00	B-	Rubric	2020					
	240.00	96.00	A	Rubric	2020	NP				
	235.00	94.00	A	Rubric	2020					
	190.00	76.00	C	Rubric	2020					
	200.00	80.00	B-	Rubric	2020					
	205.00	82.00	B-	Rubric	2020					
	200.00	80.00	B-	Rubric	2019					
	175.00	70.00	C-	Rubric	2020					
	180.00	72.00	C-	Rubric	2020					
	160.00	64.00	F	Rubric	2020		250.00	160.00	64.00	F
	200.00	80.00	B-	Rubric	2020		250.00	200.00	80.00	B-
	220.00	88.00	B+	Rubric	2020		250.00	220.00	88.00	B+
	215.00	86.00	B	Rubric	2020		250.00	215.00	86.00	B
	235.00	94.00	A	Rubric	2020		250.00	235.00	94.00	A
	150.00	60.00	F	Rubric	2019		250.00	150.00	60.00	F
Average	203.16	81.26					250.00	203.16	81.26	

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.

Slides 16-17: How to Analyze & Ensure Accountability of SWEs in AMS (*Course Directors*)

XH303 WRITING PROCESS AND PEDAGOGY AYT: 2018 2

Features
Course Administration
Course Administration allows the Course Director to create, edit and set the Course Grade Scale; create and edit the Graded Event Template; grant User Roles; and Resection the Course. The Course Director can also make the results of Course Graded Events visible to cadets.
Functionality Includes:
<ul style="list-style-type: none">• Grade Scale• Graded Event Template• Book Requirement• User Roles• Resectioning Within the Hour• Make Events Visible to Cadets in CIS• Make Points & Average Visible for Interim/Final Grades in CIS• Post Interim Grades Daily• Send E-Mail• Attendance Tracking• Corps Squad Cadets• USMAPS Cadets• Post Course Grades• Instructor (Student Assessment) Compliance Report• SWE Rubric Compliance Report• Manage Course Lessons• Manage Course Lesson Uniforms• Manage Course e-Acknowledgement Statements• Cadet Class Schedules
<input type="text" value="8Taps"/>

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.

Slides 16-17: How to Analyze & Ensure Accountability of SWEs in AMS (Course Directors)

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

Rubric Compliance Status Report

Currently working in AYT 2019-2

Search Options

Course Nbr: (Choose one or more)
 (Use Ctrl+Click)
 CE401
 CH102
 CH275
 CH479

Crse/Hr/Dept Sect Nbr: (Choose one or more)
 (Use Ctrl+Click)
 CE401 J1 4
 CE401 J1 5
 CE401 J1 6
 CH102 G1-U2 2

Cadet Last Name: OK | Reset

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.)

Status
 as of 3/20/2019 10:10

Count: 579

Export to Excel | Scroll to Bottom

[Search Parameters: Crse: MX400 /]

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

363 of 579 Rubrics are Complete (62.69% Complete - 37.31% InComplete)

Email All (v)	Acad Yr	Term	Course Hr	Instructor	Student	Student Email	Usma Grad Yr	Major	SWE Result	Event Grade	Status
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	History : United States w/ Thesis (Honors)		0.00	InComplete
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	Systems and Decision Sciences		0.00	InComplete
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	Law and Legal Studies		0.00	InComplete
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	History : United States w/ Thesis	2-Marginal	72.00	Completed
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	Mechanical Engineering	2-Marginal	77.00	Completed
<input type="checkbox"/>	2019	2	MX400 H1 3				2019	Geography : Human	3-Satisfactory	85.00	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.

