

Department of English, Theatre, and Communication
Instructions for Preparing the Local Writing Assessment Portfolio

If you are an English major with an emphasis in Liberal Arts, Communications, Creative Writing, or Secondary Education, you must pass the Local Writing Assessment (LWA) in order to graduate.* The LWA is a portfolio of your writing to be submitted while you are taking ENG 210. The deadline for turning in your portfolio will be announced by your teacher.

If you fail to turn in a portfolio, you will receive an incomplete. If your portfolio reveals weaknesses in your writing, you may be required to take additional coursework.

Included in the portfolio should be the following:

- One 500-Word Cover letter summarizing and appraising the works in the portfolio
- One formal, substantial essay written in Eng 210.
- One substantial in-class essay examination, also written in Eng 210.

For your convenience, the department's official assessment policy, the rubric that will be used to grade your writing, and a sample cover letter are all available on the English website.

All work in your portfolio must be your own. "Substantial" means a work of about 500 words or more. We strongly advise you to start preparing your portfolio now by saving samples of your best writing.

This portfolio will be kept by the English Department, so please retain your own copies of all included work.

Please turn in the portfolio to the department office, your instructor, or to Dr. Beth Bonnstetter, in a folder with fasteners, organized into tabbed sections. Please do *not* use three-ring binders.

For further information, please contact the ETC Department Chair at 7862. To see an example of a completed portfolio, please visit the department office.

* If you enrolled at ASC *before* Fall 1999 *and* have passed the old English Proficiency Exam, you do *not* need to take the LWA. Non-English majors must pass the writing assessment administered in their major department or program; contact your adviser for details.