

WPE Portfolio Requirements

Please note:

- If you cannot compile a portfolio that fulfills these requirements, please contact writing.proficiency@umb.edu. We will develop a plan for you to submit a portfolio.
- Word count requirements for both the challenge essay and the course papers are only for the essay itself; and do not include the title page, abstract, references page, appendices, graphs, or graphic elements.
- These requirements are NOT RELEVANT to EWRAP or EWRAP II portfolios. Instead, follow the guidelines available in the CAS 014 Blackboard course. (EWRAP is only available to students currently enrolled in an intermediate seminar or participating in the EWRAP II pilot project.)
- Students are expected to familiarize themselves with the WPE requirement and grading standards. Review the information on our website, in our workshop, and in mailings from the writing proficiency office.

WPE Portfolio Requirements

1. All portfolios must include a 1,500 word or longer challenge essay in response to a set of readings and prompt that are provided when they register for the WPE.
2. All portfolios must include three course papers:
 - a. Each paper must be from a different course taken at U-Mass Boston, with the following exceptions: Students may submit two papers from their intermediate seminar, from NU 360/212, or from CRW 282.
 - b. Two of the papers must be 750 words or longer.
 - c. One of the papers must be 1,250 words or longer.
 - d. At least one paper must from a 200-level or higher course.
 - e. All the papers must be working with sources. With advance approval, one paper may be based on observation (such as a lab report or case study). For approval, send candidate papers to writing.proficiency@umb.edu.
 - f. All papers should be analytical, use evidence (such as by quoting from sources), and present an argument that supports a position, point of view, or answer to a question. Narratives and personal reflections are not allowed.
 - g. All students must complete the confirmation form at this link: <https://forms.office.com/Pages/ResponsePage.aspx?id=cYhxuekeJUSVPBrOE3PrOPTXGPnqRqdCl2Bj-2nltUNjVCMzVSWDZUV0k0STZHRU04MEhDNDQwRy4u>
3. **NOT REQUIRED:** Signed certification forms, or certification statements from professors. However, WPE staff will selectively authenticate papers by contacting the student's professors.
4. **EXCEPTION FOR NEW TRANSFER STUDENTS:**
 - a. Any student who is in their first semester at UMB is allowed to submit only two course papers, one 1,250+ words and one 750+ words in length, at least one of which is from a 200-level or higher course.
 - b. Students are strongly encouraged to submit papers from two different courses, but both course papers may be from an intermediate seminar if there is no other option.
 - c. Students do not need to take any special steps to take advantage of this exception— staff will verify their status as new transfer students.
5. **EXCEPTION FOR PREVIOUSLY SUBMITTED EWRAP PORTFOLIO:**
 - a. Students who previously submitted EWRAP portfolios may submit the same course papers in their WPE portfolio. However, we encourage them to submit additional papers to better represent their current writing abilities.

6. PREVIOUSLY SUBMITTED WPE PORTFOLIO:

- a. Students who previously submitted WPE portfolios should either resubmit their course papers along with the new challenge essay or else submit different course papers, as described in item 1-3.
- b. Students who previously submitted a portfolio and no longer have their course papers should contact us directly and we will attempt to locate those course papers. If those papers cannot be retrieved, we will give you permission to submit only the challenge essay.
- c. Previously submitted certification forms do not need to be resubmitted.

Contact WPE staff at any time by emailing writing.proficiency@umb.edu.