

Cover Sheet

To the Student:

Guidelines for submitting papers:

1. Ideally, papers should be typed.
2. You must submit three papers, no more than one from a single course.
3. Each paper must have a completed Writing Portfolio submission cover sheet signed by the instructor of the course. If the instructor is unavailable to sign the cover sheet (i.e. an instructor from another school), an acceptable alternative would be to submit an email from the instructor. The email should include verification that the paper is your work and a rating of "Acceptable" or "Outstanding." You may photocopy extra cover sheets or download them from our website.
4. Submissions must be the original papers turned in for evaluation and grading. If you have only a clean copy, with no instructor's marks on it, then you must have the instructor initial pages as proof that it was submitted for the course.

Your name _____, _____ WSU ID _____
(please print) (last) (first) (initial)

The course _____
(department) (number) (semester/year) (instructor's last name)

Write the title of this paper and briefly describe the assignment.

Certification: This piece of writing is my work, and I submitted it for the course listed above

(student's signature) (date)

To the Instructor:

Your signature certifies that this paper was submitted to you as a course requirement. Judged by the writing standards of your department and of your course, and by the demands of the assignment, this paper is

_____ ACCEPTABLE _____ OUTSTANDING

(instructor's signature) (date)

To access guidelines for Instructor Rating Information, visit the menu items on the WSU Writing Portfolio web site, <http://writingportfolio.wsu.edu>.

Additional questions?

Contact the Writing Assessment Office in CUE 305 or call us at (509) 335-7959; or visit our website at <http://writingportfolio.wsu.edu>