WAC Portfolio Evaluation Worksheet

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** The committee will use this document to locate required elements in your portfolio. Carefully indicate in the second column on what page in your portfolio the information described in the first column can be found.

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| **WAC Requirement** | **Pages** |
| 1) Are all signatures present? |  |
| 2) Is one type WAC designation selected (A, B, C)? |  |
| 3) Does the letter of introduction contain appropriate headings and information? |  |
| 4) Are there examples of Course Syllabi/Assignment Sheets? |  |
| 5) Are there examples of written assignment instructions, writing criteria, or checklists provided to students? |  |
| 6) Are the writing assignments integral parts of course(s)? |  |
| 7) Do the course objectives explicitly mention *improvement* of writing? |  |
| 8) How are students guided throughout the writing process? |  |
| 9) Are there at least two different writing assignments involving different kinds of writing? |  |
| 10) How are students guided through the revision process? |  |
| 11) Does at least one assignment require students to produce finished, edited prose? |  |
| 12) Are the written assignments (in-class and out-of-class) worth at least 50% of course grade? |  |
| 13) How is informal writing used to better writing skills? |  |
| 13) Are the writing assignments distributed throughout the course rather than concentrated at end? |  |
| 14) Are there examples of student work included? |  |
| 15) Is the portfolio contained in a hardcover 3-ring binder that includes the applicant’s name on the spine? Are the pages within the portfolio placed in plastic sheet protectors (this is optional)? Is the portfolio typed in a readable 12 pt font? |  |