Writing Skills Courses Information Essentials
(ENGL3000/3001, ENGL 3003, MKTG 3495)

Introduction Since 2004, students have had the option to meet the University Writing Skills Requirement through coursework or through the Writing Skills Test. This bulletin contains information about the course option. For information about the Writing Skills Test, go to http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/testing/tests/wst/index.html.

The First-Tier Courses English 3000 and 3001 are first-tier courses that help students meet the University Writing Skills Requirement, which must be completed by both undergraduate and graduate students. Students who choose to meet this requirement through class work can enroll in ENGL 3000 or 3001 without ever taking the Writing Skills Test (WST). Students who have taken the WST and have received Limited Competence must take this course and possibly a second-tier course as well (see below). ENGL 3000 is intended for native speakers of English, while ENGL 3001 is taught by teachers trained to work with nonnative speakers. Requirements for English 3000/3001 as with any other course, individual teachers have their own requirements, which they will explain and which you need to complete in order to receive credit in the course. In addition, if you are taking this class to fulfill the University Writing Skills Requirement, you must present a portfolio at the end of the quarter. The writing samples included in your portfolio will be taken from what you have written both in class and outside of class in your English 3000/3001. Your teacher will make sure you have the necessary materials and will provide assist you in preparing your portfolio.

Portfolio Evaluation in First-Tier

The portfolio is evaluated by a university committee made up of faculty from across the disciplines. Your 3000/3001 teacher does not evaluate your portfolio and cannot tell the committee what score to give. You must, however, receive credit in the course AND receive an evaluation of at least Developing Competence to pass the class and move on to second tier. Your portfolio evaluation will result in one of the following three scores.

- Limited Competence: You must retake English 3000/3001.
• Developing Competence: If you also receive credit in the course, you may move on to a second-tier writing course (see below).
• Clear Competence: If you also receive credit in the course, you have fulfilled the University Writing Skills Requirement.

Scoring Guidelines for the First-Tier Portfolio

Evaluators use the following criteria when reviewing your portfolio.

Argument - Each essay presents the following:

• Thesis – gives focus to the writer’s ideas.
• Development – supports the thesis with a variety of strategies such as reasons, details, results, anecdotes, examples, quotations, paraphrases, and questions to support positions.
• Organization - Each essay demonstrates the following:
  • Structure - uses a clear organizational strategy.
  • Coherence - makes use of a variety of transitions and other methods to ensure a smooth flow of ideas.

Management of Source Materials - Each text-based essay includes the following:

• Sources are used to in a supporting manner such that the writer’s own ideas are discernible.
• Documentation indicates clearly the source of quoted, paraphrased, or summarized within and at the end of the essay.

Technical Command - Each essay employs the following:

• Language is effective and precise; standard English grammar and usage; and varied sentence structure.
• Mechanics reflect standard English usage.
• Final editing of an out-of-class essay is polished to meet standards and expectations of academic audiences.

Taking the WST a while Enrolled in the First-Tier Course.

You may take the WST a total of twice. If you take the test once and place into English 3000/3001, you may retake the test. If you pass the test while you are enrolled in English 3000/3001, you may withdraw from the class, and your course fee (but not tuition) will be returned. If you receive a passing score on the WST but decide to stay in English 3000/3001, you may complete the class without submitting a portfolio at the end, but your fee will not be returned.
Incompletes: No incompletes are given in first-tier courses under any circumstances.

Appeal of First-Tier Portfolio Evaluation

The decision of the evaluation committee, which is made up of faculty from across the disciplines, is final. Your score was given to your portfolio by at least two faculty members. Although it will not change your score, if you wish a detailed explanation, you may request an analytic evaluation of your portfolio within one quarter by following the link in your emailed WST result to request and pay a 25.00 fee. This process can take up to 6 weeks.

The Second-Tier Course

Two second-tier courses are currently offered: MKTG 3495 is for business majors only (business majors are required to take this course in the major but may not enroll until they have reached Developing Competence on the WST or in a first-tier course), and ENGL 3003 is for all others. For more information on these courses, contact the department.

Plagiarism

The university policy on plagiarism, which includes taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source through quotation marks or clearly marked paraphrase and clear reference citation, is very clear. Your teacher will warn you if you seem to be using the ideas or words of others without properly citing them, but ultimately, it's up to you. Any portfolio deemed to include the words or substance of another without proper credit will be evaluated as showing Limited Competence, and you will be reported to the University for Academic Dishonesty.