

## University Writing Skills Requirement (UWSR/GWAR) Course Information Essentials (ENGL300/301, ENGL 302, MKTG 305)

### Introduction

Since Fall 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 the [Testing Office Website](#).

### The Second-Tier Course

In order to satisfy the University Writing Skills Requirement by completing a second-tier course, students must first have their writing evaluated either by taking the WST or by taking a first-tier course, described below. Two second-tier courses are currently offered: ENGL 302 & MKTG 305. Students cannot enroll in these courses until they have received a score of DC (Developing Competence) on the WST or first-tier portfolio. For more information on these courses, contact the individual department.

**ENGL 302:** [Department of English](#) at 510.885.3151

**MKTG 305:** [College of Business & Economics](#) Undergraduate Student Success & Service Center at 510.885.3323 or email [cbe\\_ssc@csueastbay.edu](mailto:cbe_ssc@csueastbay.edu).

### The First-Tier Courses

English 300 and 301 are first-tier courses to help students meet the University Writing Skills Requirement, which is required by the University for graduation for both undergraduate and graduate students. Students who choose to meet this requirement through coursework can enroll in ENGL 300 or 301 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 300 is intended for native speakers of English, while ENGL 301 is taught by teachers trained to work with non-native speakers.

### Requirements for English 300/301

As with any other course, individual instructors 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 semester on the date set by the instructor. The writing samples included in your portfolio will be taken from what you have written both in class and outside of class in English 300/301. Your instructor can provide help for you or tell you where to get appropriate help. For more information, contact the [Department of English](#).

### Portfolio Evaluation in First-Tier

The portfolio is evaluated by a university committee made up of faculty from across the disciplines. Your 300/301 instructor 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 300/301.
- **Developing Competence:** You may move on to a second-tier writing course (see below).
- **Clear Competence:** 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 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.  
Note: 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 300/301, you may retake the test. If you pass the test while you are enrolled in English 300/301, you may withdraw from the class, or 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 is final. All portfolios are read by at least two trained faculty members from across the disciplines. If there is any discrepancy, a third expert reader makes the final decision. If you wish a detailed explanation of your score, you may request an analytic evaluation of your portfolio within one semester by following the link in your emailed result and paying a fee. This process can take up to 6 weeks and does not change the score you received on your portfolio.

### **Academic Dishonesty and Plagiarism**

Presenting someone else's writing as if it were your own is considered plagiarism, and is an act of academic dishonesty. This includes purchasing essays from the internet, paying someone to take classes or write essays, as all memorizing, copying, or paraphrasing words and ideas without identifying the original source. Your teacher will help you understand how to correctly document outside sources, but ultimately, it's up to you. Any portfolio that include someone else's words or ideas without proper documentation will be evaluated as showing Limited Competence and you will be reported to the University for Academic Dishonesty.