Instructions on Uploading Writing Samples to the
YSU Repository of Assessment Documents

You have been asked to upload a sample of your writing to help assess whether the University has been effective in teaching students how to use writing to communicate effectively. Evaluations of student writing will only be reported for groups of students; information about individual students will not be released. Please follow the instructions below to upload your document.

1. Prepare the writing sample
    a. Remove any information that would identify you or your instructor.
    b. Insert the following description of your assignment into the first page of the document: [text to be supplied by the instructor]
    c. Your file must be saved as either a Microsoft Word document (a doc or docx file) or an Adobe Acrobat document (a pdf file).
2. Upload the writing sample
    a. Go to https://my.ysu.edu and log into MyYSU.
    b. Click on the link **Banner Self Service**.
    c. Click on the tab labeled **Student** and click on the link **Writing Repository**.
    d. Select the term the assignment was given (typically the current term), then click on the **Submit** button.
    e. Select the class in which the assignment was given. If the class is the capstone course for your major, click the **Yes** button for Capstone Project. Click the **Select Course** button.
    f. Click on the **Browse** button. A dialog box will appear that will allow you to identify the file to upload. Select the file and click on the **Choose** button. After the dialog box closes click on the **Submit** button.
    g. You will receive a message indicating that the file was uploaded.

Note: Departments are free to modify this document to better meet their specific circumstances. A version of this document with screen shots will be made available shortly.

Guidelines for Writing Samples for the
YSU Repository of Assessment Documents

Academic Senate policy now requires that students pursuing a baccalaureate degree upload three writing samples related to their major into the Repository of Assessment Documents prior to graduation (students will also upload a writing sample from ENGL 1551). It is the responsibility of the programs offering the majors to determine which assignments will be uploaded to the repository. Programs are free to change which assignments are uploaded at any time, but they need to ensure that the changes will not result in some students graduating without uploading the minimum number of assignments. Students can upload more than the minimum number of documents; General Education assessment readers will evaluate the final three documents. The following criteria should be used to select the assignments:

1. The writing assignments should be chosen so that all students completing the major will have uploaded at least three writing samples.
2. The writing samples should be between 1,200 and 4,000 words. The sample may be a section of a larger document (such as one section of a capstone project).
3. The assignment should ask the student to think critically. In other words, students should use evidence to support a statement or argument.
4. The writing assignment should demonstrate the student's ability to organize information. For example, an assignment in which a student gives very short answers to a series of questions would not be an appropriate assignment.
5. The writing sample must be from an assignment given in a course and must count towards the student's grade in the course.
6. The writing sample should be the final draft of the work the student will turn in for a grade.
7. The writing sample must be the work of an individual student; group projects cannot be used.
8. No more than two of the three writing samples may come from a single course.
9. It is desirable (but not required) to have one of the assignments come from the capstone course or some other course typically taken in the senior year.
10. The assignments chosen should be related to the student's major, but do not have to be from a course taught by the department offering the major. For example, a paper written by an accounting major for a management course could count as one of the three writing samples related to the major.
11. Departments will have the option of using the documents in the repository for program assessment. Programs may want to select assignments that would be most useful in conducting program-level assessment.

Only documents saved as Microsoft Word (doc or docx) or Adobe Acrobat (pdf) files can be uploaded to the repository (this must be done so readers can access the document). Graphics in the document will be converted to grayscale to conserve storage space. If the documents include confidential information (such as a report by a student teacher), students need to remove that information before uploading the file. Departments are encouraged to contact the General Education Coordinator (X-2983) to discuss any questions they might have about the policy.