

WRITING PROFICIENCY REQUIREMENT

SOPHOMORE EVALUATION

Student:

Advisor:

In order to complete the writing proficiency requirement, students must submit two papers from their second year at Millsaps. If possible, one of these papers should be written in Core 6-9 or equivalent courses in the Science or Business Divisions.

This is the final assessment of a student's writing proficiency, to be completed when the portfolio contains seven (7) papers. Using the matrix below, evaluate the student's writing on a five-point scale for each of the five criteria: content, organization, documentation, style, and mechanics. Once you have measured the papers by these criteria, determine the overall rating for this portfolio. Finally, include any general comments about the student's level of proficiency. If the evaluation is below a 3, please reference specific areas on which the student should focus in order to achieve proficiency.

Students are assessed: Well above Proficient, Slightly above Proficient, Slightly below Proficient, Well below Proficient, or Unable to judge.

The areas rated are:

Content (command of material, support, complexity of thought),

Organization (logical presentation, sequencing, transitions),

Documentation (bibliography, notes, complete and accurate citations),

Style (diction, suitability for intended audience),

Mechanics (syntax, grammar, punctuation, spelling), and

Overall Rating.

General judgment of the portfolio's proficiency:

Please comment on (1) apparent growth in writing over the semester and (2) specific areas for this student to work on, particularly if evaluation is below proficient.

Signature of Preliminary Assessor_Date Assessed

Signature of Final Assessor Date Assessed

