

## Advisors and Students: Writing Requirement Uploads for Participating Departments

Stephanie Obodda - 2020-07-16 - Comments (0) - ASK

ASK USER GUIDE FOR WRITING IN THE DISCIPLINES UPLOAD OPTION TO SATISFY Writing Requirement II (for the following concentrations: Bio, German, Applied Math (through the class of 2019), and Math (beginning with the class of 2019) )

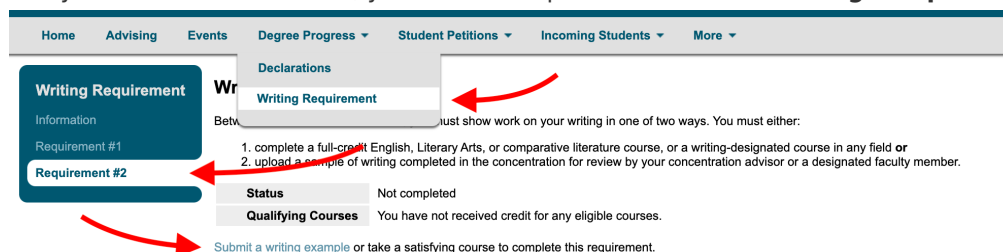
### Quicklinks:

- [Student instructions](#)
- [Concentration advisor instructions](#)

Student Instructions for semesters 5-7

[WRITING REQUIREMENT POLICY](#): Students must complete at least 1 approved course in semesters 1-4, and a 2nd approved course in semesters 5-7. Students concentrating in [Applied Math](#), [Bio](#), and [German](#) can also choose the WRITING IN THE DISCIPLINES OPTION: they can submit a sample of writing that meets the concentration's guidelines in lieu of a 2nd course. Your advisor or a faculty member designated by your advisor will review and approve the writing. The writing must be approved by the end of the seventh (or penultimate) semester.

1. Log onto <http://ask.brown.edu>. On the top navigation bar, click **Degree Progress > Writing Requirement** then select **Requirement #2** If your concentration allows it and you are in semesters 5-7, you'll see the option to **Submit a writing sample**.



The screenshot shows the ASK website interface. At the top, a navigation bar includes links for Home, Advising, Events, Degree Progress, Student Petitions, Incoming Students, and More. Under 'Degree Progress', a dropdown menu is open, showing 'Declarations' and 'Writing Requirement'. A red arrow points to the 'Writing Requirement' link. On the left, a sidebar titled 'Writing Requirement' has a dropdown menu with 'Requirement #1' and 'Requirement #2'. A red arrow points to 'Requirement #2'. The main content area shows instructions for Requirement #2, stating that students must show work in one of two ways: 1. complete a full-credit English, Literary Arts, or comparative literature course, or a writing-designated course in any field or 2. upload a sample of writing completed in the concentration for review by your concentration advisor or a designated faculty member. Below this, a 'Status' section shows 'Not completed' and a 'Qualifying Courses' section shows 'You have not received credit for any eligible courses.' At the bottom, a link says 'Submit a writing example or take a satisfying course to complete this requirement.' A red arrow points to this link.

2. Review your department's requirements carefully. You may have the option to choose an advisor to review your writing sample. **Upload a file and save.**

**Writing Requirement #2**

**Description** Between semester five and semester seven, you must show additional work on your writing. You may do this either by completing another course as specified in requirement #1 or by submitting an example of your own writing completed in some other context.

**Advisor** Select the advisor you would like to review your submission. ✓ Bjorn Sandstede  
Sohini Ramachandran  
Jessie Shapiro

**Submission Requirements** Concentrators may either take a second WRIT course, or upload a sample of writing completed in the concentration for review by your concentration advisor or a designated faculty member. This must be completed by the end of the 7th (or penultimate) semester.

**Document** Choose File No file chosen  
 Current file: No file uploaded

Cancel Save

3. Confirm approval. You'll receive email confirmation upon submission, and again once your advisor has approved your writing. You'll also see the status on the Writing Requirement screen in ASK.

**Writing Requirement #2**

Between semesters five and seven, you must show work on your writing in one of two ways. You must either:

1. complete a full-credit English, Literary Arts, or comparative literature course, or a writing-designated course in any field or
2. upload a sample of writing completed in the concentration for review by your concentration advisor or a designated faculty member.

**Status** Approved

**Document** thesis chapter.docx (View)

**Approver** Caroline Kivans

**Date** 02/07/2017 03:03 PM

### Concentration Advisor Instructions

1. List your requirements and rubric for assessing writing in your discipline on your concentration's website and in ASK. To do so in ASK, log-on to <https://ask.brown.edu>, navigate to **Degree Progress > Declarations > Concentrations**, then **Options**.

Home Advising Events Degree Progress Student Petitions Incoming Students Admin More

Declarations

Writing Requirement

Concentrations/Certificates

Options | Programs | Advisors

2. Scroll to the Writing Requirement Document Upload section. Check the box to allow uploads, then enter your requirements and rubric.

**Writing Requirement Document Upload**

☒ Opt-in Allow document uploads to satisfy the second Writing Requirement.

**Upload Requirements**

1. By taking a WRIT designated course offered by a faculty member in the Biological Sciences. These courses can found in the [course list](#).

2. Many Biology students produce significant written work during independent

3. You'll receive an email when a concentrator has submitted a document. You can also access submissions in ASK by clicking **Degree Progress > Writing Requirement** then select **Requests**. Click view.

4. Here you can **download** the document, **approve** or deny the request, enter **comments** and **save**. You may also **delegate** the request to another faculty member by entering their name in the “Delegate Request” field.

The student will receive email notification of your action. If approved, the Writing Requirement II should be cleared in their internal academic record within 24-48 hours.

- [ASKUserguideWritingintheDisciplinesUploadWritingRequirementII.pdf \(421.38 KB\)](#)