

School Year 2018-2019

TO: English Department Chair or Instructor, AVID Coordinator and to whom it may concern

FROM: Ninetta Papadomichelaki
Managing Director, IAWP

RE: Inland Area Writing Project: **High School Outreach Program**
College Reading and Writing Readiness through the Analytical Writing Placement Exam Presentations for Students and Instructors

Over the past twenty-five years, the Inland Area Writing Project (IAWP) has successfully operated its High School Outreach Program. The goal is to help schools and instructors prepare students for the rigors of academic reading and writing by using the Analytical Writing Placement Examination (AWPE), which the University of California has been administering to entering freshmen since 1987.

In this program, high school juniors take a practice Analytical Writing Placement Examination which is then assessed analytically by University of California professionals teaching college-level composition courses. This experience culminates in a one-hour presentation to the students' classroom to review the results of the exams and to offer feedback for meeting college-level expectations for reading and writing competence.

These visits can be highly beneficial to students, teachers, and university instructors alike, particularly when we work with high-school juniors. We are concentrating our effort on those students so that they will have a full year of study and practice before attending a college writing course or taking actual placement tests. The school visits also help students improve their reading and writing skills as well as do better on timed writings in their classes. **Instructors interested in professional development are also invited to audit classroom presentations (up to five instructors per presentation) to learn more about the AWPE requirements and issues with on-demand writing.**

To make our program efficient, IAWP has implemented the following process of registering classes for these presentations. Whether you are new to this program or have already participated in it, **please note the following:**

- The cost for each visitation is **\$400**, which covers the evaluation of up to 35 papers (*from a single class*) and the one-hour classroom presentation (approx. \$11.50/student).
- Each teacher must submit one online registration form for the class(es) they would like to register
Registration link: <https://goo.gl/forms/6cCEdoTFmq9AP3qT2>
Only one registration form is required per teacher.
Registration must be submitted by:
 - **Friday, January 18th for presentations requested February 18th – March 22nd**
 - **Friday, March 1st for presentations requested in April or May.**

- Please register **as soon as possible**. This will enable us to send you or the teachers all necessary materials, so they can administer the exam to students.
- The online registration form (<https://goo.gl/forms/6cCEdoTFmq9AP3qT2>) also requires that the teacher provide us with a district contact person and/or purchase order number. The IAWP office will send the district the information for processing payment. **If our office does not receive this information and/or purchase order number by the deadline date, we will have to cancel the visitation.**

It is the individual teacher's responsibility to ensure that the IAWP office receive all required information through the online registration form by the following deadline dates:

Friday, January 18th for presentations requested February 18th – March 22nd

Friday, March 1st for presentations requested in April or May.

When completing the online registration form at <https://goo.gl/forms/6cCEdoTFmq9AP3qT2> please take the following into consideration:

- ❖ Presentations will begin **February 18th and end May 31, 2018**. When completing the availability portion of the registration form, please provide an availability option for Monday, Wednesday, or Friday *and* an availability option for Tuesday or Thursday.
- ❖ The IAWP office must receive your student papers **at least two weeks prior** to your first preferred schedule date. If not, then the teacher will need to reschedule.
- ❖ There will be a \$25 rescheduling/cancellation fee for each class. If cancellation occurs on behalf of the school after the IAWP consultant has graded the student exams, the school/district will need to pay the full amount of \$400/class.
- ❖ Your preferred dates should not overlap with other events like state or school tests, other presentations, etc.
- ❖ A teacher must be in the classroom during the presentation.

For further information, please review the AWPE brochure (attached) and/or contact our office at (951) 827-3666 or iawp@ucr.edu.

We look forward to a continuing or new rewarding partnership!