

RooWriter Essay Expectations & Instructions

You may take the RooWriter as many times as you wish throughout your academic career at UMKC, and each time you submit an essay you will receive evaluative comments in order to help you work toward ever better writing skills. **Read critically and write well!** [roowriter@umkc.edu]

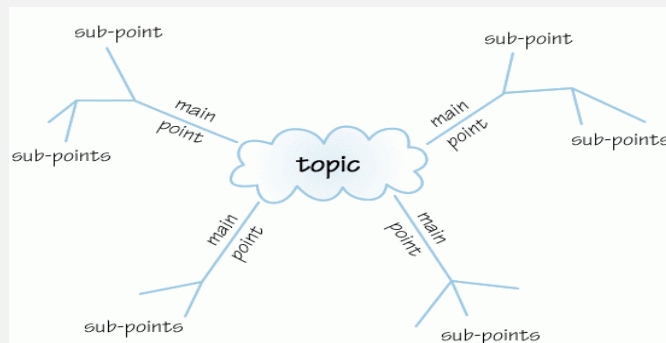
If you have a documented disability and need academic accommodations to take the RooWriter please contact the UMKC [Office of Services for Students with Disabilities](#) at (816) 235-5696 or (816) 235-5672, or email disability@umkc.edu.

MINIMAL ESSAY REQUIREMENTS See below for expanded details

- Read **ALL** the articles in your chosen Reading Packet. We will assume that you have done so.
- You **MUST** write your essay in response to the prompt (question) assigned to you when you “Start Essay.”
- You **MUST** cite within your essay from at least 3 of the 5-7 different URL sources in your chosen Reading Packet.
- You **MUST** use the Reading Packet sources to develop your argument.
- You **MUST** complete the “Works Cited” box for all sources you use within your essay.
- You may **NOT** use or cite any sources outside of those in your Reading Packet.
- You **MUST** follow the directions “When writing your essay” that appear on the essay writing web page.

BEFORE YOU CLICK ON “START ESSAY” Analyze the readings & organize your thoughts

- **Log in** to the RooWriter web site.
- **Review** this document (**RooWriter Essay Expectations**) & the **Evaluation Rubric (the 6 scales)** document.
- **Visit** the **Reading Packets page**, and click on your choice of Reading Packet.
- **Visit the URL web addresses** and allow yourself whatever time you need to **download all the Reading Packet articles**.
- **Log out**.
- Allow yourself several days or more to **READ** and **ANNOTATE** all the articles in your chosen Reading Packet in preparation for writing your RooWriter essay.
- Until you actually click on “Start Essay” and the 72-hour clock begins to count down, you will not receive an essay **prompt** (essay question) based on your chosen Reading Packet about which to write your essay. However, before you log in again, you can develop central ideas, and a position about the subject matter of your chosen Reading Packet, which will prepare you for whatever prompt you receive.
- **Draft an argument to support your idea/s about the topic.** What will convince a reader that your idea/s are valid and interesting? It may be helpful at this point to brainstorm your ideas in a non-linear way, as with a mind map or concept map, e.g.,

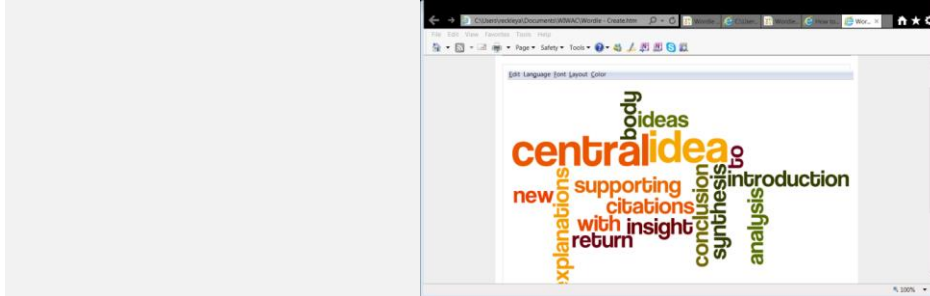


(<http://lillypad12c.wikispaces.com/Exam+Revision>)

- You will be writing an essay between 750-1,500 words in length. The “Works Cited” section is NOT included in this total.
- **Choose** a 72-hour (3 day) period convenient for you to write your RooWriter essay. Once the 72-hour clock begins to count down, it runs continuously even when you are offline.
- **Log in** and confirm the Reading Packet on which you will write your essay.

CLICK ON “START ESSAY” - THE CLOCK STARTS Review your essay prompt & draft your essay

- If you are ready to write, **click on “Start Essay.”** The 72-hour clock will now begin counting down.
- An essay **prompt** (essay question) based on your chosen Reading Packet will be assigned to you and appear at the top of the essay page. You **must** write your essay in response to this prompt.
- At this point, we recommend you **log out**, and take time to **draft an outline of your essay off line**.
- Think about the prompt, and look back at your mind map or concept map. You may want to revise the concept map.
- To help you see which of your ideas stand out, you may also want to try a **wordle** (www.wordle.net) such as the following:



The **structure** of your essay should include

- Your **introduction** with your central idea
- The **body** of your essay, which is the development, or the explanation of your ideas, with citations from the articles in your Reading Packet
- **Citations from 3 or more articles** in your Reading Packet as they relate to your position on the topic (you may support or refute arguments presented by the Reading Packet authors, but **you may not use or cite outside sources**)
- Explanations how the citations you include **support your position**, and
- A **conclusion** that summarizes your argument, and returns to your central idea with new insight.

WRITE YOUR ESSAY

- **Log in**, and as the 72-hour period counts down, **type your essay** in the RooWriter, using your prepared notes and draft.
- You may log out and log back in during that 72 hour period as you wish, but be sure to **SAVE** your work each time. (Your work will also be auto-saved frequently.) On each return login, you will be sent directly back to your essay page.
- **Read** your essay as you have typed it. Ask yourself:
 - Can I immediately see the central idea in what I have written?
 - Do my ideas follow logically? (analysis)
 - Have I incorporated and explained citations from the articles in my Reading Packet?
 - Is my argument convincing?
 - Do I include transition words from one thought and/or paragraph to another?
 - Does my conclusion not only summarize, but also return to my central idea with new insight? (synthesis)
 - Is my grammar and my use of academic English correct? (Check your spelling to confirm spell-check.)
 - Are my citations in the correct format specified by my Reading Packet? Is my “works cited” page complete?

SUBMIT YOUR ESSAY

- Check your work one last time. Remember: You must use the citation style specified by your choice of Reading Packet.
- **NOTE** that you are blocked from starting a new essay more than once every two weeks (14 days).
- Before the 72 hours end, click **SAVE** and **SUBMIT**. When the time runs out, if for some reason you failed to SUBMIT your essay and works cited page, the last auto-saved version will be your submission.