

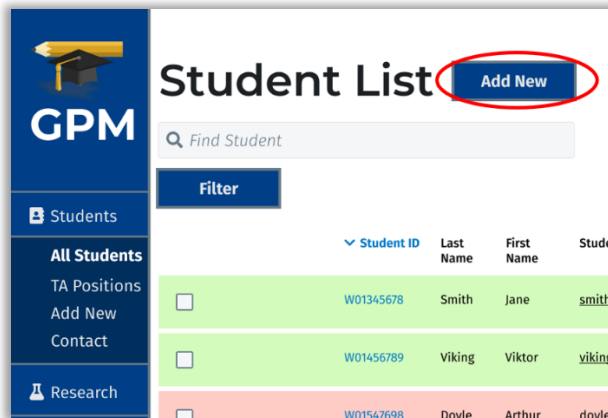
Writing Sample #2: Graduate Program Manager – creating a new student

Some background information: The next two writing samples are from my Computer Science Senior Capstone project, where my team and I created a prospective web management tool for the Western Washington University (WWU) Computer Science administrative staff. The project's goal was to provide easier evaluations of WWU Computer Science graduate student progress towards graduation.

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To create a new student:

1. On the **Student List** page, choose **Add New**.



2. Enter the name and information for the new student as follows:

The screenshot shows the 'Add New Student' form in the GPM system. The form includes fields for Last Name*, First Name*, W#, Student Email*, Admission Term* (Quarter and Year), Advisor (Search for Advisor), and checkboxes for Is NC92 - Honors, Is Active Student, and Is Teaching Assistant. A 'Save' button is located at the bottom right.

- The **Last Name** and **First Name** are the last and first name of the student.
- The **W#** is the student's issued I.D. number provided by WWU.
- The **Student Email** is the student's issued email provided by WWU.

- The **Admission Term** is the student's first academic quarter at WWU.
- (optional) The **Advisor** is the faculty member that oversees the student's research.

All fields marked with a red asterisk are required.

3. Use the checkboxes to configure the status fields of the new student. This modifies the **Student Profile** with information that can be later filtered in a search query.
 - **Is NC92 - Honors** – Choose if the student is in the Computer Science Fast Track Masters program.
 - **Is Active Student** – Choose if the student is currently taking classes at WWU.
 - i. By default, if you do not choose **Is Active Student** the student will be hidden from the Student List.
 - **Is Teaching Assistant** – Choose if the student is or will be working as a full or part time Teaching Assistant. This will show the TA History section on the Student Profile.
4. Choose **Save** to create the new student.

Writing Sample #3: Graduate Program Manager – Student Profile summary and highlights

Some background information: This section is written for an advisor user who updates, maintains, and evaluates graduate student progress for the Western Washington University (WWU) Computer Science department.

The **Student Profile** is a detailed report that displays each individual student’s data. This view provides you with insights to individual student progress to improve your assessment if they are on schedule to graduate.

Student Profile

[Back](#)

Doe, John
W01234567
doej@wwu.edu [Edit Student Details](#)

Student Summary:

| | | |
|---|-----------------------------------|---------------------------------|
| GPA: 3.21 Good Standing | Admitted: 2018 Winter | Research Advisor: N/A |
| Student Type: NC92 - Honors Active Student | Expiration: 2022 Autumn | |

Core Classes: 3/3

| Name | Quarter Taken | Grade | Comments |
|----------|---------------|-------|----------|
| CSCI 510 | 201810 | A | |
| CSCI 511 | 201820 | B | |
| CSCI 512 | 201840 | B | |

Elective Classes: 2/6

| Name | Quarter Taken | Grade | Comments |
|-----------|---------------|-------|----------|
| CSCI 571 | 201810 | A | |
| CSCI 597J | 201810 | B+ | |

Required Forms: 2/5

| Form Name | Submitted | Comments |
|--|-----------|----------|
| DegreeWorks Plan | 201810 | |
| Research Proposal | 201810 | |
| Degree Application | | |
| Degree Recommendation - non thesis | | |
| Research Paper | | |

TA History:

| Term | Hire Type | Course Name | Advisor | Comments |
|--------|-----------|-------------|---------------|----------|
| 201940 | Half-Time | CSCI 145 | Perry Fizzano | |
| 202010 | Half-Time | CSCI 241 | Qiang Hao | |
| 202020 | Full-Time | CSCI 247 | Selina Atker | |

Notes:

| Date | Author | Note |
|------|--------|------|
|------|--------|------|

After you create a student, you can modify the Student Profile to better reflect the student’s progress. Possible changes include adding classes and grades, uploading forms, and adding customizable notes.

To evaluate student progress, complete requirements are shown in green and incomplete requirements are shown in gray. Warnings are shown in red.

Core and Elective Classes

Core and Elective Classes are graded classes that a student must take to graduate. Each Core and Elective Class has the following:

- **Name** of the class. An example of this is *CSCI 509*.
- **Quarter Taken**. This is the year and academic quarter that the student took the class.
- **Grade** received in the class. You can select a letter grade from A to E. This includes grades with and without +/- attributes.
- Any additional **Comments** about the class. This is optional.

For a class to be considered complete, a student must receive a Grade of C- or above.

Calculating and Displaying GPA

The Graduate Program Manager uses Grades to calculate the student's GPA.

- If the GPA is ≥ 2.00 it will be shown in green with **Good Standing**.
- If the GPA is < 2.00 it will be shown in red with **Academic Warning**.
 - The exception is the default when no classes have been added. The GPA will be shown with no description.

Required Forms

Required Forms are a series of documents that a student submits to be on schedule to graduate. When you create a student, Graduate Program Manager will provide default Required Forms. Each form has the following:

- **Form Name**. This is the title of a form.
- The **Submitted** year and quarter that the form was submitted.
- Any additional **Comments** about the submitted form. This is optional.

For a form to be considered complete you must upload a PDF or DOC file of the submitted form and enter a Submitted term.

TA History

The TA History section is shown for students who are working or have worked as a full or part time Teaching Assistant. This section is not required to evaluate student progress.

Notes

This section is for additional comments that are necessary to evaluate student progress.