

Policy and Process for Exemption from ENGL 101 for ENGL 100 Students

If you have earned a grade of A in your ENGL 100 course and are thinking about applying for 101 exemption, take a minute to consider both the benefits of going on to take 101 and the benefits of exempting it:

Benefits of exempting 101

- Exempting 101 might make you feel good about your writing ability and can motivate you to do just as well in other courses.
- If you exempt 101 you won't have to take the course. However, you will have to take 3 credits in some other Liberal Studies course of your choice in order to "replace" the three Liberal Studies credits that 101 gives you.
- Not having to take 101 will create room in your schedule for a Liberal Studies course that you might want to take, maybe a course closely related to your major or to any subject you are passionate about.

Benefits of completing the 100 & 101 sequence

- By the end of your first year, you'll have 6 hours (or credits) of writing experience. Improving your writing ability can set you up for success in other courses where writing is required or in jobs that ask you to write.
- As and Bs in 100 and 101 courses can build up your GPA for the first year and perhaps make it easier to stay in majors that require you to maintain a minimum GPA.
- If you exempt 101, you won't have to take the course. However, you will have to take some other Liberal Studies course. You'll have to "replace" the three Liberal Studies credits that 101 gives you with three credits from another Liberal Studies course of your choice. Exempting 101 will not really save you time as you work to satisfy your Liberal Studies requirements.

If you wish to be considered for exemption from ENGL 101, please put together a 101 exemption portfolio as outlined below. Your 100 professor will help you with this process. Before you start, you should know the kinds of work that 101 students do and that their professors ask them to develop and demonstrate in order to pass. Much of the work in 101 centers on composing, focusing, developing and organizing writing.

Composing

- Producing and revising multiple drafts.
- Using a consistent and appropriate voice.
- Presenting thoughtful, interesting information with a unique perspective.
- Varying sentence length and structure.
- Creating coherence between sentences and between paragraphs.
- Varying vocabulary and using college-level vocabulary.
- Editing and making corrections, especially in the areas of spelling, punctuation, and grammatical conventions.

Focusing

- Focusing an essay in the first paragraph and coherently organizing subsequent paragraphs.
- Forming an analytical thesis and explaining it.

Developing

- Using details to support main points.
- Organizing paragraphs in ways that contribute to the overall flow of the ideas in the essay.

Organizing

- Creating main points in support of a thesis.
- Using topic sentences where needed.

If you feel that you have good control of these skills and if you have earned an A in 100, then you might consider applying for exemption from 101.

If you are an ENGL 100 student and you decide to apply for exemption from ENGL 101, please **put together a writing portfolio that contains these four parts** to show your ability to explain how your work shows composing, focusing, developing and organizing abilities.

1. a selection of your writing (two documents from your ENGL 100 course)
2. a persuasive cover letter in which you explain why you should be exempted from ENGL 101 (explained below)
3. a verification form from your 100 professor. Your instructor completes this form. It verifies that the work you submit is your work and that you have conferenced with your instructor to discuss your work. Your 100 professor can help you with this process.
4. a cover sheet. You complete this form. Your instructor can provide you with this form.

These are the abilities we will assess as we read the portfolio you create:

When we read your work, we will not “re-grade” it in any way. Instead, we will be looking for your knowledge of the writing process and of some of the key skills of a successful writer. We will be looking for your use and your awareness of resources that help writers write and that they can take from the course and apply to other course work. We will focus on your **Persuasive Cover Letter**. This is a letter that goes in the front of the portfolio. It asks you to point out and discuss work inside your portfolio that demonstrates these abilities:

1. Ability to explain genres: can you name and explain two different genres or types of writing and can you give your own reasons for choosing the specific genres that you have placed in your portfolio?
2. Ability to identify resources used, steps taken during the writing process: can you point to resources used to generate, draft, develop, revise and edit one of your essays? Can you discuss specific steps you have taken, decisions made?

3. Ability to identify and discuss product values: can you explain the purpose, content and organization of one completed and polished essay from the course?
4. Ability to integrate reading into an essay assignment: can you demonstrate your ability to use and integrate reading into what you write? This skill prepares you for work in many other courses.
5. Ability to persuade: Can you be specific in your explanations, enough so to persuade us that you are ready to move on to ENGL 202 and do not need to take ENGL 101?

What to include in your ENGL 101 exemption portfolio (in this order):

1. Portfolio Cover Sheet
2. Persuasive Cover Letter
3. Two showcase documents you wrote while in ENGL 100

Note: One of your two essay selections must show your readers how you integrate texts or reading into your writing. This should be a document that shows you have read and made use of a book, an essay, a film or some other source to develop your own essay. Choose your most interesting example of this ability to write thoughtfully about a source.

4. A Teacher Recommendation and Verification Form

After the director of Liberal Studies English has received your portfolio, we will follow this procedure:

1. The Director of Liberal Studies English will distribute your portfolio to three members of the Liberal Studies English Committee. These faculty members will review and evaluate your portfolio and determine whether or not you may be exempted from ENGL 101. At least two of the three faculty members must agree that your portfolio has earned you an exemption from ENGL 101.
2. The Director of Liberal Studies English will contact you as soon as possible to inform you of the committee's decision.

**Faculty Recommendation and Verification of Course Work
ENGL 101 Exemption Portfolio**

Please file this form for any of your Basic Writing students who decide to submit a portfolio for 101 exemption. I've created a drawer in the filing cabinet inside our faculty mailroom in Leonard 110 for exemption portfolios. You can leave this form in my mailbox. Students can give their portfolios to Kelly for filing in the same drawer. The deadline for any semester is the last final exam day for that semester. After we've read the submissions, we'll let the student know the results by email.

The following student is enrolled in section ____ of my ENGL 100 Basic Writing course and has decided to submit a portfolio for exemption from ENGL 101 College Writing.

Student's name: _____

This student has completed the work for my course and is in good standing. I have verified that the work in the portfolio is the student's own and was completed for my course.

I recommend that this student be considered for exemption from ENGL 101.

Yes

No

I have reservations about this student's exemption from ENGL 101.

Yes

No

Comments:

Instructor's signature: _____ Date _____

email: _____

Exemption Portfolio Cover Sheet
To Be Completed by the Student Applying for ENGL 101 Exemption

Name _____

Email _____

Banner ID# _____

Phone _____

Address _____

Academic Advisor _____

ENGL 100 instructor's name _____

Please ask your ENGL 100 instructor to fill out, separately, a "recommendation and verification form" and to place it in Dr. Siegel Finer's mailbox in the main English office, 110 Leonard Hall, by the end of the final exam period.