# Faculty Recommendation and Verification of Course Work

**ENGL 101 Exemption Portfolio**

Please include this form (to be filled out by the English 100 faculty member) with any portfolio and letter submitted for 101 exemption**.** The deadline for any semester is the last final exam day for that semester. After the LSE committee has read the submissions, we’ll let the student and the faculty member 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 Information Sheet for Students

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

At the end of the semester, ENGL 100 students may petition to be exempted from the ENGL 101 course requirement.Because the primary purpose of ENGL 100 is to prepare students to take ENGL 101 the following term, the Department of English encourages students to take ENGL 101 under most circumstances. We do recognize, however, that students can demonstrate considerable growth in writing while completing ENGL 100 and, when they do, they should not be required to take ENGL 101. The Department of English has adopted a procedure to determine the appropriateness of exemption for any student.

**Benefits of taking ENGL 101**

Before beginning the exemption process, please 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 100 and 101 in 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.
* A’s and B’s in 100 and 101 courses can build up your GPA for the first year and can, 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.

**Exemption Process**

Any student in good standing in ENGL 100 may attempt to exempt ENGL 101.

If you decide to attempt exemption, please complete the following steps:

1. Consult individually with your ENGL 100 instructor about exempting ENGL 101;
2. Select two pieces of writing that meet the exemption portfolio criteria;
3. Write a cover letter discussing the writing you selected (see below);
4. Fill out the Portfolio Cover Sheet and
5. Submit your completed Exemption Portfolio electronically as one document to your instructor.

Your ENGL 100 instructor will then complete the following steps:

1. Fill out and attach the Faculty Recommendation and Verification of Course Work Form;
2. Submit the Exemption Portfolio to the LSE Director by Friday of finals week.

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

1. The Portfolio Cover Sheet (the last page of this document)
2. A Cover Letter in which you persuade faculty readers why you should be exempted from ENGL 101
3. Two documents you wrote while in ENGL 100.

Note: One of your two 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 other source to develop your own document.

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.
2. These faculty members will review and evaluate your portfolio and will 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.
3. The Director of Liberal Studies English will contact you as soon as possible to inform you of the committee's decision, usually within 3 weeks.

**Exemption Portfolio Criteria**

When we read your work, 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 you can take from the course and apply to other course work.

Though we will read the samples you choose to include, we will focus our assessment on your **Cover Letter**. This is the letter that goes in front of the writing samples you choose to include. In your letter, you should point out and discuss how the writing samples in your portfolio demonstrate these abilities:

* *Ability to identify steps taken during the writing process and resources used in your writing process and steps you took to complete the finished document:* Can you point to the resources you used to generate, draft, develop, revise and edit one of your documents? Can you explain the specific steps you took and why you took them?
* *Ability to explain genres:* Can you name and explain two different genres or types of writing? Can you explain the choices you made in your samples that have to do with genre?
* *Ability to identify and discuss written products:* Can you explain the content and organization of one completed and polished document from the course? Can you explain choices you made that fulfill your document’s purpose?
* *Ability to integrate reading into an assignment:* Can you use and integrate reading into what you write?
* *Ability to persuade:* Can you be specific in your explanations and provide support, enough to persuade us that you are ready to move on to ENGL 202 and do not need to take ENGL 101?

**Exemption Portfolio Cover Sheet**

**To Be Completed by the Student Applying for ENGL 101 Exemption**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banner ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor (name and email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENGL 100 instructor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Submit your completed portfolio electronically as one document to your ENGL 100 instructor. Completed portfolios—with faculty recommendation and verification form added by the instructor—must be received by the Friday of finals week.*