

## Transfer Portfolio Credit for ENG 111 and ENG 112

### Policy and Rationale

ENG 111 and ENG 112 satisfy University and College requirements, providing students with 6 hours of Miami Plan Foundation courses in college composition. For students who transfer to Miami as juniors or seniors and who are not able to transfer in the required 6 hours of composition credits, you may petition the Director of College Composition for credit for ENG 111 or ENG 112 based on a portfolio of your college-level writing from your previous institution. You should submit the portfolio as soon possible upon transferring to Miami. If you are awarded credits, you will be charged for the credit hours by the Registrar.

**Please note: Credit for ENG 111 or ENG 112 is not guaranteed. Fewer than 50% of transfer portfolio requests receive credit. Thus, you should plan your schedule to include taking ENG 111 and ENG 112 (or whatever composition course/s you are placed into), until otherwise indicated.**

### Who May Apply

You may apply for ENG 111 or ENG 112 credit by transfer portfolio if you meet the following criteria:

- You are transferring to Miami University from another university as a junior or senior.
- You can demonstrate excellence (not merely competence) in writing-intensive, college-level courses that you have taken at your previous university(ies).

The transfer portfolio option is for juniors and seniors only, and based only on writing done in transferred courses from other universities or writing done in professional contexts. Students who transfer as sophomores are expected to complete ENG 111 and ENG 112, and should do so as soon as possible.

### When to Apply

Students who transfer as juniors must submit the transfer portfolio at the beginning of their first semester as students at Miami University. Students who transfer as seniors should submit their portfolio as early as possible (or even before) their first semester of taking classes at Miami and should plan their schedules to include taking ENG 111 and ENG 112 until they are notified that they are receiving credit for the course/s.

Effective August 1, 2010, transfer portfolios will be reviewed twice annually: between September 1 and September 30 of the fall semester, and between January 15 and February 15 of the spring semester. Students who wish to submit transfer portfolios should submit their portfolios to the Director of College Composition by September 1 (for fall review) or by January 15 (for spring review).

### Cost

The cost for submitting a transfer portfolio request is \$30, payable at the time that you submit your portfolio. In addition, if you are awarded credits as a result of your request, the Registrar will charge your account for those credits.

### How to Apply

1. If you are eligible for the Transfer Portfolio option, then you should first consult with the Director of Composition to discuss your particular situation.
2. If you wish to apply for credit for both ENG 111 and ENG 112, then you should submit separate portfolios for each request.
3. If you select to submit a portfolio of materials for review, your portfolio should include the following materials to support your request:
  - The portfolio should consist of a maximum of 20 single-spaced pages of text.
  - The portfolio must include the completed **cover sheet** (attached), including the contact information for two instructors who are familiar with the writing you are submitting.
  - The portfolio should include at least **4 separate writing samples** completed in college-level writing classes (or the equivalent). Work from non-academic contexts may be included as part of the portfolio (but should consist of no more than two of the four samples). All secondary sources must be fully, consistently, and correctly documented.
  - The portfolio must include a **reflective overview**—a substantial piece of writing, 2-3 singlespaced pages, that describes, analyzes, and contextualizes the submitted materials and that demonstrates rhetorical knowledge about writing principles and composing processes. In this overview, please indicate why you think this set of writings is equivalent to ENG 111 or ENG 112. Also, in cases where you select excerpts or shortened versions of longer work, explain this in the overview.
  - Attach a **check for \$30 (made out to “Miami University”)**.
3. You may submit your portfolio as a print or electronic document. If submitting an electronic file, all materials must be in one file. Submit your request to: The Director of College Composition, 356A Bachelor Hall.

### Evaluation Criteria

Consideration for credit will be based on information that you supply and on a writing portfolio assembled for that purpose and submitted to the Director of College Composition. Experienced portfolio readers from the instructional staff will evaluate the portfolios using the following criteria:

- In general, does the portfolio demonstrate that the student has met the goals of Miami’s College Composition program through his/her previous writing experience?
- Does the portfolio demonstrate that the student’s writing and thinking about writing are at the level expected from students who successfully complete either ENG 111 or ENG 112?
- Has the student demonstrated that he/she can successfully compose texts in a variety of contexts and has acquaintance with the rhetorical processes of drafting, revising, editing, and reflecting on their own work?
- Does the portfolio indicate that the student has had writing experience equivalent to ENG 111 or ENG 112?

### Results

You can expect to hear results, via email, within two weeks of submitting your portfolio.

## Transfer Portfolio Coversheet

Your Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Email \_\_\_\_\_

Requesting Transfer Portfolio Credit for (check one)    \_\_\_ ENG 111        \_\_\_ ENG 112

### Academic Honor Code Statement

I attest that the work in this Transfer Portfolio is my own and that all research sources have been appropriately documented in accordance with Miami University's policy on Academic Misconduct, and as explained in Section 01.502 of the Miami University Student Handbook.

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

### Instructor Verification

List the names and contact information of two instructors who can verify that you wrote the submitted materials in their courses.

1. Name of instructor \_\_\_\_\_

Institution \_\_\_\_\_

Campus Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

2. Name of instructor \_\_\_\_\_

Institution \_\_\_\_\_

Campus Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_