

Name _____ Semester/Year _____

Course: ENGL 1000 ESL 1000 ESL 1005 ESL 2000 Section _____
(circle one)

Instructor _____

CSUS Composition Program

Developmental Writing Placement Portfolio

Please note: a complete portfolio must have the required compositions, plus the self-assessments, as described on the CHECKLIST inside this folder. In order to submit your portfolio, you must have met all the requirements of the course, as determined by your course instructor. Incomplete portfolios will not be evaluated.

Student I.D. _____

Mailing Address _____

Telephone # _____

Instructor Use Only

The student has met the following conditions (check all that apply):

- ____ Completion and submission of all assignments by their due dates.
- ____ Regular attendance to and full participation in class sessions.
- ____ Regular attendance to and full participation in the Writing Center sessions.

If the student has not met all of the above, his/her portfolio will not be read for placement.

Checklist – Though you will be required to write many essays during the term, you will submit for placement only three (or four) revised compositions, along with at least one rough draft with your instructor’s comments for each composition. Label clearly each submission.

✓ **ESSAYS**

THE FIRST THREE ARE REQUIRED. Many types of writing satisfy these general guidelines. Each category represents a different intellectual and rhetorical task (these are not genres or modes, but frames of reference and author’s “positions” related to materials and readers). PLEASE IDENTIFY EACH CATEGORY BY NUMBER ON YOUR SUBMISSIONS.

1. _____ a descriptive, narrative, or expressive piece which is primarily the result of the author’s own “making sense” of experience (relying on memory, observation, or imagination).
2. _____ a logical and well-supported argumentative or persuasive piece in which the writer takes a stand on a topic or issue, responds meaningfully to a reading, or proposes a solution to a problem. This essay should demonstrate the ability to incorporate sources (primarily from the class readings) into your writing to support your position.
3. _____ an essay or essay examination **written wholly in class under supervised and timed conditions** (fully developing the author’s position and demonstrating knowledge of the subject).
4. _____ (*optional*) any piece of your own choosing; feel free to show your best, your most experimental, your most impressive, or your most creative writing.

✓ **SELF-ASSESSMENT (required)**

_____ A **Cover Letter** at the front of the portfolio should call the reader’s attention to what you believe are the strengths of the portfolio; feel free to reflect on yourself as a writer and on the learning that is demonstrated by the whole collection. **This letter must be written in-class and under supervised conditions.**

_____ **Process Notes** attached to the front of each revised essay should include a short description of the purpose of the writing (assignment or occasion, intended reader, desired result) and the process (number of drafts, major revisions made, and resources used, including any help received from others).

Check the following details before turning in your portfolio to your instructor:

_____ All submissions must have been revised in the discourse of our academic community (grammatical, organized, appropriately documented). The in-class essay and cover letter must be revised under supervised conditions; the student may not take them home at any time.

_____ Each revised piece (except the in-class essay and cover letter) must be accompanied by a draft with your instructor’s feedback.

_____ Normally, all revised pieces (except the in-class essay and cover letter) will be typed or

computer-printed in legible form on standard white paper. You may staple together each paper, its draft, and its process note.

Evaluation

At the close of the semester, upon successful completion of all other class requirements (see below), you will submit a portfolio of your best writing in various genres. Your portfolio will be evaluated to determine whether you are prepared for First-Year Composition. If it is determined that you are not ready for First-Year Composition, you may be placed in ENGL 1000, ESL 1000 or ESL 1005.

Course Requirements

In order for your portfolio to be submitted for evaluation, you must fulfill the following requirements:

1. Complete all in class and out of class reading and writing assignments **by their due dates**. You are responsible for completing the readings and assignments even when you miss class. Ask a friend from class, your instructor, or your Writing Center tutor if you need help with the directions of an assignment.
2. Participate fully and attend regularly. Class attendance is absolutely essential. Your instructor can answer questions and help you decipher assignments during class time, and you will often be working in groups. You are expected to be in class every day with homework assignments completed to the best of your ability. Any absence seriously jeopardizes your chances of passing this course. **Absences are not excused**. If you do not think you can attend regularly (every class), it is essential that you find and enroll in a section of the course that meets at a time that will fit your schedule. **More than two absences to class or the Writing Center may warrant a no credit in the course; more than five absences will warrant a no credit.**
3. Attend the Writing Center during your scheduled time. This attendance will be mandatory once a week for the duration of the semester. Writing Center hours for this class are listed in the class schedule and should already be a part of your semester schedule. If you have a conflict, tell your instructor.

Academic Dishonesty

Academic dishonesty will result in automatic failure and possibly dismissal from the university. Infractions will be reported to the course instructor and the Office of Student Discipline. Academic dishonesty includes using the ideas or words of others as your own, using previously written papers and submitting them to another instructor, and/or submitting the same paper to two courses without securing approval from both instructors. To view the English Department Plagiarism Statement, see <http://www.csustan.edu/english/dept/plagiarism.html>

Readiness Criteria for First-Year Composition

1. **QUANTITY:** Although some texts written in the course may be a single page or less, essays included in the portfolios should communicate ideas too complex to be completed in one page. Students who are ready for FYC should be writing essays at least two pages in length.
 2. **CONTENT:** Writing should exhibit the following:
 - A. Thesis statement or main idea;
 - B. For the most part, organization and development logical and appropriate to the type of writing, audience, and purpose;
 - C. Use of relevant illustration, explanation, anecdote, etc. to elaborate and convey meaning.
 3. **CORRECTNESS:** The final drafts of the essays included in the portfolios should be relatively free of the following:
 - A. Sentence fragments;
 - B. Comma splices and run-on sentences;
 - C. Subject-verb non-agreement;
 - D. Spelling errors.
- Any or all of these errors should not be so numerous that they interfere with the reader's understanding of the essay.
4. **PROCESS:** The student generates ideas, organizes thoughts and information, and develops drafts. The student analyzes and revises written work to make it relative to audiences and purposes by:
 - A. Adding or deleting details;
 - B. Adding or deleting explanations;
 - C. Clarifying difficult passages by rearranging words, sentences, and paragraphs;
 - D. Reconsidering the overall structure and making necessary changes.

The student proofreads and edits his/her work to correct errors in grammar and punctuation.

Readers will look at earlier drafts to see if they have been revised and edited with the above concerns in mind. Preliminary drafts of essays written later in the semester should show more awareness of these aspects than those written earlier.

Office Use Only

Recommended Placement: ___ ENGL 1001 or 1002 (FYC2)
 ___ ENGL 1000 (FYC1)
 ___ ESL 1000
 ___ ESL 1005
 ___ ESL 2000

Main weaknesses: (circle the letter(s) that corresponds with criteria above)

Content	A	B	C	
Correctness	A	B	C	D
___ Process	A	B	C	D