

## English 407A, Business Writing Credit by Exam Policy

The English Department at UNLV grants credit by exam for English 407A through a portfolio assessment procedure.

To apply for credit by portfolio assessment, you must submit the following:

- A cover letter that 1) states why you believe you have mastered all of the business writing skills the course teaches, 2) demonstrates how you have mastered these skills by discussing past experiences and attached documents that represent your business writing skills, and 3) contact information of references who can verify your statements and supporting documents.
- A minimum of 4 documents written by you that demonstrates your business writing skills. These documents can include workplace memos, letters, reports, promotional materials, policies, procedures, manuals, and resumes. These documents must include both short (less than 4 pages) and long (more than 4 pages) documents. These documents cannot include documents written expressly for this portfolio assessment or documents that were written for college courses, except if the documents were written in another business writing course.

You can consider adding any other additional documentation that you think helps establish that your business writing skills are at the same level as a student who has successfully completed English 407A at UNLV. Other acceptable documentation includes syllabi from other business writing courses or testimony (letters, evaluations) from people who have been in a position to observe and evaluate your business writing, such as a supervisor. This additional documentation does not replace the minimum 4 business documents you must submit.

Address the application to the following:

Business Writing Credit by Portfolio Assessment  
C/O Dr. Jeff Jablonski  
Dept. of English  
University of Nevada, Las Vegas  
4505 Maryland Parkway  
Box 455011  
Las Vegas, NV 89154-5011

Upon receipt of the application, a committee made up of Department of English faculty will review it and determine if the statements and supporting evidence demonstrate superior business writing skills. The amount and quality of skills demonstrated by a portfolio are to be equivalent to the learning expected in the course when credit is acquired via instruction.

Each faculty reviewer will assign a whole-letter grade (A-F) to the portfolio. If the average of the scores is equivalent to a “C” or higher, then you will have the option to accept the grade and resulting credit by exam (i.e., any grade equal to or greater than a “C” will be the grade assigned for English 407A). You can elect to refuse the grade and enroll in the course instead. If the average score is below a “C,” then you cannot receive credit for English 407A.

You can only apply for credit by exam once, and you cannot appeal your credit by exam grade. Normally, the assessment is completed within a thirty-day period.

If you have any questions about this procedure, contact Professor Jeff Jablonski at (702) 895-0947.