

UNR English 101 Credit-by-Exam Portfolio Checklist

Name of Student _____(Print)

1. **Have you included the Credit by Exam application form completely filled with all required signatures and “paid” stamp?** _____ (Initial)
2. **PART ONE (COVER LETTER):** Have you included a cover letter that evaluates yourself as a student in your English 098 course, describes your writing goals, and identifies the strengths of the writing you included for Part Two and Part Three of your portfolio? _____ (Initial)
3. **PART TWO (WRITING FROM ENGLISH 098):** Have you included a well-revised and polished essay (3-5 pages) from your English 098 course, any invention and brainstorming strategies and drafts, and your instructor’s assignment sheet? _____ (Initial)
4. **PART THREE (ADVERTISEMENT ANALYSIS):** Have you included an essay (3-5 pages) that addresses the prompt for Part Three and all invention and brainstorming strategies and drafts (clearly labeled) that you used in composing this essay? _____ (Initial)
5. **PART FOUR:** Have you included this checklist in your portfolio (possibly as a table of contents) with your initials and signature in the appropriate places? _____ (Initial)

Signature _____