English 202C(p): Technical Writing
Credit by Portfolio*

Course Description
English 202C(p) is an alternative for participants in the Engineering Co-op & Internship Program to receive full academic credit for the required English 202C (Technical Writing) course by submitting a portfolio of technical writing samples created over the course of three registered internship experiences (ENGR 195 or 595) or three rotations of a registered co-op experience (ENGR 295, 395, and 495). Please note that “registered” refers to work experiences pursued for academic credit.

Students will submit their completed portfolio for review and grading by an English instructor. Students who submit a portfolio that demonstrates adequate mastery of technical writing skills will receive credit for English 202C, but no grade. The credits will be designated on the transcript as “Credit awarded by portfolio assessment” (similar to transfer credit notation).

Eligibility
- Must be a student in the College of Engineering or an engineering student in the College of Earth and Mineral Sciences
- Must have completed three for-credit internship experiences or a three-rotation for-credit co-op experience
- Must have at least 5th-semester standing (with few exceptions) in the semester during which the portfolio is submitted

Advantages and Disadvantages of the English 202C(p) Option
Before deciding to enroll in this option, you should consider its advantages and disadvantages to determine whether or not this option would help you with your career plans. Since you will register for the course during your third co-op rotation, you will have ample time to decide if this option is for you. Technical communication skills through writing and presentations are very important to your success as a professional. If you have any concerns about your ability to communicate effectively in a technical writing situation, we suggest you schedule a resident education section of English 202C.

Advantages
- You will have the opportunity to work with, and be tutored by, professional engineers in a real-world setting.
- You will be interested in your assignments because they are based on work that you are actually doing in your internships or co-op.
- You will learn to collaborate and work closely with your peers—skills that will be useful to you in the working world.
- You will save time toward your degree by receiving credit for work you are already doing.

Disadvantages
- You may have difficulty adapting your co-op duties to the requirements of the course.
- You may not have time to work on your own research or writing assignments.
- You may not be exposed to the more global principles of rhetoric and technical writing.
- Other than your internship or co-op peers, you may not have someone available to review, comment on, or help improve your writing assignments.
- You will not receive a letter grade for your portfolio.

* Refer to policy E-10: Credit By Portfolio at http://www.psu.edu/dept/ove/aapm/e-10.html
What IS a portfolio?
A portfolio is a neat, organized presentation of your written work. For the purpose of this credit opportunity, you should create your portfolio in the following way:

1. Assemble your assignments in a binder or duo tang (3-hole punched) with page numbers (each paper can be paginated separately). Do not staple all of your papers together, and do not put them haphazardly into a manila folder.

2. Place divider sheets between each assignment. This simple step will make it much easier and quicker for the English instructor to review and grade your work.

3. Assemble your portfolio in the following order:
   - Cover page (included in this packet, please fill out and use as your first page; remember to have your Co-op supervisor sign the disclosure portion of the cover page)
   - Portfolio Verification Form
   - Disclosure Agreements (if necessary)
   - Credit By Portfolio Assessment Application
   - Table of Contents for Portfolio
   - Required Assignments:
     - Copy of Proposal
     - Job Application Package
     - Two ENGR 195/595 End-of-Semester Reports or the ENGR 295 and 395 End-of-Semester Reports
     - Two Assignments from the Elective List

Registration and Cost
1. Review the syllabus during your first work assignment, and decide whether or not you would like to pursue this option following completion of three internship assignments or co-op rotations.

2. Complete your first two work assignments. You may complete any portion of the English 202C(p) portfolio during the assignments.

3. Submit your Intent to Register Form (included in this packet) and a Brief Proposal (assignment #1) to the Engineering Career Resources & Employer Relations office at the end of your second week of work during your third work assignment. Keep a copy of your proposal to include in your portfolio.

4. If your employer would like your English instructor to sign and return a Disclosure Agreement* prior to receiving the portfolio, please send your employer’s disclosure agreement along with your proposal and include a return address indicating where the signed disclosure agreement should be sent.

5. When you submit your portfolio, the Credit by Portfolio Assessment Application (University form) must be included and the student section completely filled out. Send a check for $390 made out to “Penn State” along with the portfolio (please write your nine-digit Penn State student ID number on the check).

*Disclosure Agreements: Many companies have strict policies that regulate the dissemination of company information. Because company information is often vital to company success, most corporations will require you to sign a disclosure agreement that asks you not to divulge any sensitive company information to outside sources. The company may ask your instructor to sign this agreement.
NOTE: A portfolio submitted without a Disclosure Agreement, supervisor’s signature on the cover page, or all the necessary forms properly completed will not be accepted or reviewed.

Course Materials
Because you will not have easy access to an English instructor, you will need to purchase a good technical writing textbook to guide your writing while you are on your work assignments. The English Department has approved the following textbooks and style guides:

Textbooks:


Style Guides:


Assignments
You must complete and include a minimum of six (6) assignments in your English 202C(p) portfolio. Two (2) of these assignments are mandatory, two (2) are your End-of-Semester Reports, and two (2) are assignments you will choose from an elective list. Because of the wide range of duties and responsibilities associated with different co-op and internship positions, you will have some flexibility in determining which assignments to complete. These assignments can be completed at any time during your first, second, or third co-op rotations.
Mandatory Assignments (2):
- Brief Proposal (a copy of the proposal submitted at the beginning of the semester)
- Job Application Package

Engineering Co-op or Internship Reports (2):
- Engineering 195 End-of-Semester Report
- Engineering 295 End-of-Semester Report
- Engineering 395 End-of-Semester Report
- Engineering 495 End-of-Semester Report
- Engineering 595 End-of-Semester Report

**NOTE:** If you are an I E student who has completed a presentation for ENGR 395, please include a copy of the PowerPoint presentation.

Elective Assignments (select two from the list below):
- Empirical Report
- Procedural Instructions
- Feasibility Study/Recommendation Report
- Web Page
- Literature Review

**Mandatory Assignments**

**Brief Proposal:**
Length: 3-6 pages
Style: Cover page with your name, company name, and date. Typed, double-spaced, using 10- or 12- pt. font.

This proposal will explain in detail the elective writing assignments you will write while on the job. In this assignment, you should include a brief discussion of your major topics, an explanation of the type of papers you will write to fulfill your assignments, and an outline that convinces your instructor that your papers are feasible within the constraints of your work assignment. You will submit this assignment with your Intent to Register Form.

**Job Application Package:**
Length: 8-10 pages
Style: Standard format you would select for your job application letters. It is very important that job application letters and résumés are perfect in every way! Spelling or typographical errors are not acceptable or tolerated when you are applying for a job. Take extra care and consideration when creating these documents.

This assignment must include the following:
- **Two cover letters** addressed to different prospective employers and that would be used to apply for two different types of jobs. One letter should be addressed to the company for which you currently work as a co-op or internship student; the other should be addressed to a company for which you have never worked. The letters should highlight different aspects of your experience relevant to the different jobs.
- **Two résumés** that may well differ significantly in content or in layout or both. The choices of content and layout should emphasize appropriate experience for each job.
- An interview “thank-you” letter.
- A job acceptance letter (you may use made-up start dates, salary, or benefit amounts, etc. when creating this letter).
- A letter declining an offer.
• A cover memo that gives an overview of the two jobs, reviews what you know about these particular employers, and describes the strategies and tactics you have used to adapt your letters and résumés.

End-of-Semester Reports:

Include copies of your previously-written co-op or internship reports. If you were an I E student who completed an oral report for ENGR 395, you will need to include a copy of your presentation slides (paper copy).

If, for any reason, you cannot locate a copy of any of your End-of-Semester Reports, you must put a page in the portfolio, where the report would be, stating that you are unable to locate a copy.

Elective Assignments

Empirical Report:
Length: 5-15 pages
Style: Follow the standard format for an empirical study in your field. Most empirical reports include a literature review (if necessary), an objective, a section detailing materials and methods, a results section, and a discussion section that interprets the significance of your test results. Visuals (graphs, pictures, diagrams, etc.) should be incorporated into the body of the report where applicable.

This assignment asks you to present and discuss the results of any experiment that your company has commissioned you to conduct. Since you will present your results to a group of peers who have the authority to accept or reject your findings, it is important for you to be as precise as possible. To ensure that precision, you should follow the writing conventions of your discipline and adhere to standard scientific protocols when recording, presenting, and interpreting your data. Make sure you integrate into your discussion any tables, graphs, photographs, or calculations necessary that can help you convey effectively the results of your experiments.

Procedural Instructions:
Length: 5-15 pages
Style: Follow the standard format for procedural instructions. This form usually includes an introduction, a materials or tools list, a list of preliminary precautions, an overview of operations, instructions to perform the task, and a trouble-shooting guide. Visuals (graphs, pictures, diagrams, etc.) should be incorporated into the body of the report where applicable.

This assignment asks you to write a detailed set of instructions for readers who have never before performed a task, but who may have rudimentary knowledge of the topic area. Since nearly everybody hates to read instructions, it is important for you to address that negative reader attitude by making the instructions as user-friendly as possible. Page layout and design are therefore very important to your success. Make sure you incorporate into your instructions plenty of white space, photographs, drawings or other visuals that can help guide your reader toward successful completion of the task. You must also have a keen awareness of your audience’s level of sophistication. Pause to define or explain any difficult terms and procedures, divide and classify the parts of your procedure into easily digestible portions, and be sure to provide your readers with enough information for them to complete the task. As always with good instructions, testing them on others before you publish them for your audience is always a good idea.

Feasibility Study:
Length: 8-15 pages
Style: Follow the standard format for a feasibility study. This format usually includes a detailed description of a problem, a discussion of its causes and consequences, a description of a possible solution or solutions, a set of criteria that set the standard for an ideal solution, an empirical test that asks you to evaluate your solutions against your criteria, and a final recommendation that asks your company to adopt a particular procedure, product, or
course of action. Visuals (graphs, pictures, diagrams, etc.) should be incorporated into the body of the report where applicable.

This assignment asks you to find the best solution for a given problem in your field. This problem could take on a variety of different forms, ranging from design or software problems to something as simple as scheduling conflicts. To solve your problem well, you must first envision the ideal solution in terms of cost, practicality, and effectiveness and then compare possible alternatives against those ideals. Notice that your company will probably place constraints upon your solutions. In other words, one solution you consider may be within your budget yet take too much time to implement. Sometimes finding a solution that is feasible or workable within those constraints can be a considerable challenge. To ensure your success, you must first understand the parameters you will be expected to work within and then investigate solutions that fall within those constraints. One of your first steps should be to investigate how other companies have solved similar problems.

**Web Site:**
Length: Varied with nature of company task
Style: A rhetorically effective presentation of information that accommodates audience needs, attitudes, and knowledge. In your portfolio, please include a hard copy of the front page of your Web site and the URL where your Web site can be viewed. Visuals (graphs, pictures, diagrams, etc.) should be incorporated into Web site where applicable.

This assignment asks you to design or enhance your company’s Web page in a manner that contributes to the company’s success. This may mean writing an informative Web page that simply publishes your company’s goals, products, or access information, or you may use this assignment to implement or enhance e-commerce or business-to-business commerce. In any case, your Web page should be clear and easy to follow, and all icons and layouts should contribute substantially to your reader’s ease of navigation through your site. Also, since the internet is primarily a visual medium, you should try to reduce the amount of prose you use on any given page while still providing enough information to answer all of your reader’s questions. Since this is a technical writing assignment, you must include some text within the Web site that is written or compiled by you.

**Literature Review:**
Length: 5-10 pages
Style: Follow the standard format for a literature review and include a brief description of the problem, a bibliography of existing research on the problem, a taxonomy of agreements and conflicts, a list of the significant gaps in research, and a recommendation for a particular course of action.

This assignment asks you to compile a report of the existing research on a particular problem your lab group would like to investigate. Since your primary goal in this assignment is to provide your research supervisor with enough information to plan the direction of future research, it is important for you to locate as much information on your topic as you possibly can. In your report, you should provide your reader with a list of significant findings and then classify them to highlight the agreements, disagreements, conflicts, or methodology problems associated with your topic. Close with a recommendation for a possible course of action.

**Portfolio Submission Process**
1. Once you have completed your writing assignments, compile the portfolio as described earlier. Make sure you include all written assignments as well as the Portfolio Cover Page, the Portfolio Verification Form, the Credit by Portfolio Assessment Application and any Disclosure Agreements.

2. Send your portfolio to: Engineering Career Resources & Employer Relations
   205 Hammond Building
   University Park, PA 16802
You may submit your portfolio anytime during your third work rotation prior to the deadlines shown below. You are not obliged to turn in your portfolio early, but remember that **the earlier you submit the portfolio, the earlier you will learn whether or not you passed and therefore whether or not you will need to register for the regular English 202C class.** The portfolio submission deadlines are:

- **Spring Semester Deadline:** April 30
- **Summer Semester Deadline:** July 30
- **Fall Semester Deadline:** November 1

3. Include a check for **$390** made out to “Penn State” with your portfolio submission. Please write your nine-digit Penn State student ID number on your check.

4. Once the English department receives the portfolio, it will be reviewed and assessed by an English instructor. If deemed acceptable, the English Department will complete the **Credit by Portfolio Assessment Application**, deposit the fee, and submit the form to the Admissions Office. The credit will then be added to your transcript. If minor changes need to be made to the portfolio, you will be notified and asked to make minor modifications and resubmit the portfolio. If the portfolio is deemed entirely unacceptable (i.e., major changes need to be made), no re-write will be allowed and you will forfeit the fee.

5. You will get credit notification (approval of portfolio) via e-mail prior to the start of the following semester to allow for schedule modification if necessary.

6. You may pick up your portfolio in the Engineering Career Resources & Employer Relations office in 205 Hammond Building during the second week of the semester in which you return to campus.

**Be sure to keep a copy of your portfolio for your own records!** The original portfolio will be turned over to your Penn State English instructor, who will determine whether or not you earn the credit.

**Please be sure to use your textbooks and reference guides to help you with your papers and ask your co-op supervisor or peers to review and comment on your work!**
English 202C(p) Credit by Portfolio
Intent to Register Form

I am an engineering student who is currently registered for either my third internship course (ENGR 195 or 595) or my third co-op rotation (ENGR 495). I am interested in obtaining my English 202C (Technical Writing) requirement through the English 202C(p) Credit by Portfolio option. I intend to submit a portfolio at the end of this semester.

Name (Last, First, MI): ______________________________________________________________________

Penn State Student ID Number: ______________________________________________________________

Major: __________________________________________________________________________________

Penn State E-mail Address: __________________________________________________________________

Company Name: __________________________________________________________________________

Address: _________________________________________________________________________________

Daytime Phone #: _________________________________________________________________________

Work E-mail Address: ______________________________________________________________________

For which semester(s) do you plan to be jointly registered for your third work rotation and English 202C(p)?

(Circle appropriate semester/semesters)               (Fill in year)

FALL     SPRING   SUMMER       20_______

Signed: ____________________________________________ Date: _____________________

Engineering Career Resources & Employer Relations Approval: __________________________________

Date: _____________________
If you completed work assignments at more than one company, you must submit a separate Verification Form from each company.

Name: ____________________________________________________________________________________

Major: ____________________________________________________________________________________

Student ID Number: ________________________________________________________________________

Penn State E-mail Address: __________________________________________________________________

Daytime Phone #: ___________________________________________________________________________

Co-op/Internship Company: ___________________________________________________________________

Co-op/Internship Location: ____________________________________________________________________

Co-op/Internship E-mail Address: ______________________________________________________________

I, __________________________________________, verify that I am the author of the assignments in this portfolio. I may have received guidance or assistance from my internship or co-op supervisor(s) and/or from my peers at my work assignment; however, I ultimately planned and wrote the assignments on my own. I did not copy them from a textbook, style guide, or any other source. My portfolio was reviewed by a representative of my co-op or internship company and it has been approved for release to Penn State. If any proprietary information is contained herein and a disclosure agreement was needed, a copy is included in this portfolio.

Student Signature: _______________________________________________  Date: ____________________

Employer Representative Name: ______________________________________________________________

Employer Representative Signature: _____________________________________  Date:__________________
CREDIT BY PORTFOLIO ASSESSMENT APPLICATION

Student completes this section of the form and submits it along with the portfolio and correct payment to the academic department for assessment.

Student Number   Last Name     First Name  Middle Initial
Local Address    Street     City/State   Zip Code

Student Signature        Date

Fee Paid
Department’s Budget #        ROCR #

For use by academic department

-- To be completed by the faculty member conducting the assessment --

Department Name

I have assessed the student’s portfolio and recommend the addition of the following credits to the student’s Penn State record:

Course Designation   Course Number     Number of credits **
Faculty Member’s name (Please print)
Signature of Faculty Member assessing Portfolio Date

FACULTY MEMBER SUBMITS A SUMMARY OF THE ASSESSMENT OF THE PORTFOLIO, ALONG
WITH THE PORTFOLIO, TO THE DEPARTMENT HEAD (SEE UNIVERSITY PROCEDURE RC2010)

--To be completed by the department head

I authorize the awarding of credit.

Department Head’s Name (Please print)     Signature of Department Head Date

COMPLETED FORM MUST BE SENT TO THE UNDERGRADUATE ADMISSIONS OFFICE, 201 SHIELDS BUILDING

If no credit is to be awarded or the department recommends that modifications be made and the portfolio be resubmitted, please communicate directly with the student.

** Total number of credits that may be earned by an individual student via credit by portfolio assessment: a candidate for an associate degree may be awarded a maximum of 15 credits; a candidate for a baccalaureate degree may be awarded a maximum of 30 credits by portfolio assessment. A maximum of 6 credits may be awarded for a single portfolio for a course.