icap

introductory composition at purdue

Icap.rhetorike.org

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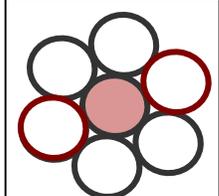
advisor's guide 2017-18
a handbook for STAR and beyond

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What's New for 2017-18

The manual's reorganization and revisions are my attempt to make it easier to find the information you are looking for. I've consolidated some repeated material and tried to make the table of contents more clear.

You'll see major changes in English 10800. To begin with, we no longer have an SAT/ACT score guideline for registration, which is rarely reflective of students' writing abilities; instead we'd like to base placement on students' sense of self-regulation and self-efficacy. Please allow students to use the Self-Placement Guidelines in Appendix A.

You'll also notice changes in this year's *Advisor's Guide* in the Retake Policy for Composition Courses. Please see page 9.

ICaP Web Address

For more information about ICaP's policies, course descriptions, news, and events, please visit our website at http://icap.rhetorike.org. The outcomes for ENGL 10600 and 10800 can be found at http://icap.rhetorike.org/outcomes.

Using the ICaP Advisor's Guide

If you are new to academic advising at Purdue, you'll want to review this guide and keep it as a reference when you advise students during STAR. The *ICaP Advisor's Guide* is also a resource for questions about Introductory Composition at Purdue that come up at other times of the year.

If you are a seasoned veteran of advising, you are probably familiar with much of this guide, but this year you'll find a few changes throughout the manual. You should replace your old ICaP Guide with this updated version.

This guide is updated every year before STAR. The newest version is always available at icap.rhetorike.org under the Course Information tab. If there are questions you'd like to see answered or issues you'd like addressed in the next version, please contact Linda Haynes, Assistant Director of ICaP/Student Concerns at lhaynes@purdue.edu.

Meeting Foundational Learning Outcomes: The University Common Core

English 10600 or 10800 may be used to meet the foundational learning outcomes for Written Communication (WC) and Information Literacy (IL).

More information about Purdue's Undergraduate Outcome-based Core Curriculum can be found at http://www.purdue.edu/provost/initiatives/curriculum/index.html

Introduction

Students at Purdue have diverse academic interests and professional goals. And although not every student at Purdue is an English major or strives to become a career writer, the ability to communicate creatively and effectively is important to all of us for several reasons:

- It provides us an outlet for sharing our ideas and an opportunity for making those ideas better;
- It empowers us to understand different conventions, genres, groups, societies, and cultures; and
- It allows us to have a voice in multiple academic, civic, and personal situations.

In short, writing is a way of learning that spans all fields and disciplines. Specifically, Introductory Composition at Purdue (ICaP) is designed to help students:

- Build confidence in their abilities to create, interpret, and evaluate texts in all types of media;
- Develop knowledge by inspiring new ideas through writing;
- Understand, evaluate, and organize their ideas;
- Articulate, develop and support a topic through first-hand and archival research;
- Become an effective writer who can respond credibly and accurately to a variety of composing situations.

Introductory composition courses include ENGL 10600, First Year-Composition; ENGL 10600-I, First-Year Composition: International Sections; ENGL 10600-R, First-Year Composition: Learning Community; ENGL 10600E, First-Year Composition for Technology Students (linked with TECH 12000); ENGL 10800, Accelerated First-Year Composition; ENGL 10800-S, Accelerated First-Year Composition: Engaging in Public Discourse; and ENGL 10800-R, Accelerated First-Year Composition: Learning Community.

Outcomes

In the spring of 2015, the Introductory Writing Committee approved the following basic outcomes for ENGL 10600 which are the same outcomes for ENGL 10800. These outcomes are based on the Council of Writing Program Administrators' Outcome Statement for First-Year Composition:

By the end of the course, students will:

- Demonstrate rhetorical awareness of diverse audiences, situations, and contexts
- Compose a variety of texts in a range of forms, equaling at least 7,500-11,500 words of polished writing (or 15,000-22,000 words, including drafts)
- Critically think about writing and rhetoric through reading, analysis, and reflection
- Provide constructive feedback to others and incorporate feedback into their writing
- Perform research and evaluate sources to support claims
- Engage multiple digital technologies to compose for different purposes

For an expanded list of ENGL 10600 and 10800 outcomes and a full description of this course, please visit the following URL at our program website: http://icap.rhetorike.org/outcomes.

Course Descriptions

ENGL 10600, First-Year Composition

ENGL 10600 is the standard 4-credit hour composition course for students at Purdue. Students in the course produce between 7,500-11,500 words of polished writing (or 15,000-22,000 total words, including drafts) or the equivalent. Some of this text production will be done using multimedia, and some of it may be composed in short assignments. Writing topics will be closely tied to the course's theme or approach, and may include personal experiences as well as research-based arguments. Students may also be asked to write on topics that are related to their major fields of study.

It is common practice in ENGL 10600 to conduct different types of research to create a final project that culminates the expertise students have gained over the semester. So, instructors may use planning assignments in order to help students discover and explore a topic, angle, or audience. It is also common practice to spend some time in exploration of topics and rhetorical contexts, and in the production, interpretation, and analysis of multimedia environments.

Students will also spend time reading and discussing writing of their own, their peers, and professionals. Instructors may accomplish this through in-class review sessions or in weekly or bi-weekly conferences. Additionally, instructors may select outside readings related to the theme of the class or readings that are similar in purpose to the writing they expect students to do.

ENGL 10600-I##, First-Year Composition: International Sections

Some sections of ENGL 10600 are offered exclusively for non-native speakers of English; these courses are designated in the section numbers: ENGL 10600-I## where the "I" indicates "International" and ## indicates the rest of the section number.

Sections of ENGL 10600 which have an "I" in the section number (ENGL 10600-I##, First-Year Composition-INT) are reserved for speakers of English as a second language. These sections of First-Year Composition fulfill the same requirements and are similar to other sections of ENGL 10600 in aim, content, and structure. These sections differ in that the curricula are designed for and the instructors are prepared to meet the unique cultural and linguistic needs of second-language writers.

For more information about any of the English courses for non-native speakers, please contact Harris Bras, Coordinator of ESL Composition by email (hbras@purdue.edu).

Note: ENGL 62000 and ENGL 62100, also ESL courses, are for graduate students only.

ENGL 10600-R##, First-Year Composition: Learning Community

Some sections of ENGL 10600 are offered as part of a Learning Community; these courses are designated with an R in the section numbers: ENGL 10600-R##. All ENGL 10600 instructors follow the same outcomes when teaching a Learning Community course. The only difference is the added LC experience. For more information on the Learning Communities, please visit their website http://www.purdue.edu/sats/learning_communities/.

ENGL 10600-E##, First-Year Composition: Technology Students only

Technology students (or those interested in a technology major) who need to take TECH 12000 may register for a section that's linked to ENGL 10600-E (or alternatively with COM 11400-C). ENGL 10600-E courses have the same outcomes as the other ENGL 10600 sections. The only difference is that ENGL 10600-E course curriculum is specially designed to integrate with the TECH 12000 content. Instructors of all three courses (COM, ENGL, TECH) meet regularly to coordinate lessons and activities, and they co-teach periodically during the semester.

ENGL 10800, Accelerated First-Year Composition

Like ENGL 10600, ENGL 10800 satisfies the Written Communication and Information Literacy requirements on the university core. We have removed the suggested SAT/ACT guidelines and suggest that students be allowed to review the self-placement guidelines (Appendix A: Guidelines for Directed Self-Placement) to determine if this course is right for them. ENGL 10800 emphasizes a rigorous approach with expectations on students' abilities to work quickly and independently. ENGL 10800 is acceptable for students who have transferred ENGL 10100 to Purdue and who still need to complete a composition requirement for their program or core without taking the 4-credit hour ENGL 10600.

The outcomes of ENGL 10800 are the same as for ENGL 10600

Academic advisors are encouraged to share the self-placement guidelines document with students (Appendix A: Guidelines for Directed Self-Placement). These guidelines are written specifically for students so they may make informed decisions concerning their composition placement.

ENGL 10800-S##, Accelerated First-Year Composition: Engaging in Public Discourse

In the sections of ENGL 10800 that are tagged with an "S" students work with public writing and community service and can expect to engage in some local community activities outside the classroom. This is an excellent course for students interested in pre-med, nursing, health care, social services, political science, or any career that involves service to others.

ENGL 10800-R##, Accelerated First-Year Composition: Learning Community

The ENGL 10800 sections that are tagged with an "R" are used by select Learning Communities where a 4-credit hour course would be difficult to schedule and where content is tightly focused, facilitating acceleration. All ENGL 10800 instructors follow the same outcomes when teaching a Learning Community course. The only difference is the added LC experience. For more information on the Learning Communities, please visit their website http://www.purdue.edu/sats/learning_communities/.

ENGL 30400, Advanced Composition

Prerequisite: completion of the first-year composition requirement.

ENGL 30400 is a composition course that is not to be used as a first-year course; instead, it's for students who have some college writing experience and are looking for an advanced course. It focuses on non-fictional, non-narrative composition. The course includes readings and class discussions of rhetorical theories, principles, and models. Students can expect to learn about writing conventions in their own disciplines through reading and writing assignments that require analysis and research. Students can also expect to gain extensive practice in stylistic and content revision. Prerequisite: ENGL 10600, 10800, or ENGL 10100 *and* a course that includes instruction in research-based writing and documentation.

Registration: Placement

Because one purpose of studying composition and rhetoric is to prepare students for college writing, students should enroll in composition during their first fall or spring semester at Purdue. Although the outcomes are the same across all sections of ENGL 10600 and ENGL 10800, each instructor chooses from among several approved ICaP approaches to teaching this course, but the initial composition course that students take will be either ENGL 10600, ENGL 10600-I## for non-native speakers of English, ENGL10600-R## for students in a Learning Community, ENGL 10600-E## for students taking the course linked with TECH 120E, ENGL 10800, 10800-S, or 10800-R.

Directed Self-Placement

We encourage academic advisors to share with students the self-placement guidelines (Appendix A: Guidelines for Directed Self-Placement). These guidelines are written specifically for students so they may make informed decisions concerning their composition placement.

Writers for whom English is a Second Language

Students whose second language is English and enter Purdue with test scores falling within the parameters described below may want to register for ENGL 10600-I, but they should be assured that ENGL 10600 instructors also work with ESL students. Students may monitor registration on myPurdue and try to get into an International class, but ENGL 10600-I classes fill early. Instructors will not sign students into these classes.

> **Note**: When advising International Students, please consider PLaCE's Placement Protocol for International Students. Please see Appendix D for information about PLaCE.

Students may want to consider ENGL 10600-I if:

- Their English has not been the medium of instruction for most of their education prior to enrolling at Purdue University
- Their writing/reading skills in English are not as strong as their speaking/listening skills in English
- They can read difficult passages in English but are likely to need extra time and expect difficulty with a heavy reading load

Students will only be allowed to register for ENGL 10600-I if their test score(s) are:

- TOEFL writing: 26 and below
- IELTS writing: 6.5 and below
- SAT writing: 620 and below
- ACT English: 27 and below

For more information about any of the English courses for non-native speakers, please contact Harris Bras, Coordinator of ESL Composition by email (hbras@purdue.edu).

Registration: Drop/Add

During the first week of classes, students may drop or add composition classes through myPurdue. During the second week of classes and thereafter, a student may add with the instructor's signature **only** if the student was previously enrolled in that instructor's section, was attending class, and was cancelled due to tuition non-payment or encumbrances. **Instructors will not add new students to the class roster beyond the first week of classes**.

Instructors are asked to not grant requests for section changes or to add new students to their rosters after the first week of classes because these changes make it too difficult for students to make up even a week's worth of missed work. The Assistant Director of Composition/Student Concerns will intervene only under extraordinary circumstances.

We encourage students to buy books for their composition courses after they have gone to class where they will be told specifically which texts and editions will be used.

☙ **Note**: English 10600 or 10800 instructors will not add new students to the class roster beyond the first week of classes.

Understanding Transfer Credit

Equivalency credit for courses taken at other accredited colleges or universities is established by the Office of Admissions. If you have questions, call the Office of Admissions at 494-6482. If a student feels that a course taken at another university should be considered the equivalent of a Purdue composition course, the student should gather as much documentation about the course as possible (college catalog descriptions, syllabi, assignments, original graded papers written for the class, etc.) and make an appointment to see the Assistant Director of Composition/Student Concerns.

When Composition Credit Transfers to Purdue

You may see credit transferred to students' Purdue transcripts as ENGL 10100, 10200, or 10300. These course numbers mean that the student has transferred in the equivalent of Purdue's *old* composition courses which we have kept "on the books" in order to better determine how other universities' course content is being transferred to the WL campus. English 101/102 used to be a two-semester sequence composition requirement. In 2003, ICaP went through extensive curriculum changes and created the single-semester, 4-credit hour ENGL 10600 and the 3-credit hour ENGL 10800.

The following brief descriptions should help you understand the content of the courses as they are transferred to Purdue so that you may best advise students concerning Common Core outcomes and course prerequisites.

- **ENGL 10100**: The content of this course covers writing basics: expository, narrative, and argumentative essays.

  ❧ **NOTE**: In some cases, a single 3-credit hour composition course (like ENGL 10100) does not fulfill the prerequisites of other writing courses or for program requirements. Students and advisors should pay close attention to these prerequisites. As an example, the following statement comes from the Professional Writing Purdue Course Guide (guide.rhetorike.org):

  > Students who have transferred credit(s) for English courses, usually 10100, sometimes ask ICAP and PW staff to accept those credits as fulfillment of Purdue's first year writing requirement. Our courses, the four-credit English 106 and its accelerated three-credit equivalent 108, were developed with the specific needs of Purdue's students in mind. While we recognize that AP, bridge program, and dual enrollment courses have value, they do not include key curricular elements of 10600 and 10800, namely our focuses on information and technological literacy, group work, and research methods. That is, transfer credits prove students are prepared for the advanced first year writing curriculum offered at Purdue and students might consider enrolling for the accelerated class, ENGL 10800.

  > For this reason, we cannot approve requests to recognize ENG 10100 alone as fulfilling Purdue's first-year writing requirement. Nor can we waive the first-year writing pre-requisite for students who wish to take PW courses, even if they have earned credit for English 10100 and/or similar courses.

- **ENGL 10200**: Students who have taken this course, the second of a 2-semester sequence, already have a background in writing narrative, argumentative, and expository essays. In ENGL 10200 students usually focus on research, information literacy, documentation and citation, and writing research papers in addition to some multi-genre/multi-modal composing.

- **ENGL 10300**: This course number is reserved for composition courses that cover the content of ENGL 10600 in a single semester. The designation of 10300 indicates to advisors that the student has transferred a three-credit hour course that should otherwise match the content of Purdue-WL's ENGL 10600.

In addition, you may see on a student's transcript ENGL 10600 (4 credits) *and* ENGL 1XXXX (2 credits). That means the student has taken at the same university the equivalent of Purdue's old ENGL 10100 *and* 10200 (each for 3 credits).

If the student takes courses that have not been evaluated as having similar outcomes as ENGL 10100, 10200, 10300, 10600, or 10800, the courses will transfer as English undistributed (ENGL 1XXXX).

Dual Credit

Students who have taken a composition course in-state as dual credit *may* receive college credit if the student earned at least a C- in the course and sends his/her official college transcript to the Office of Admissions for evaluation. The course(s) may be distributed as ENGL 10100, 10200, 10300, 10600, 10800, or as undistributed credit. The Office of Credit Evaluation maintains a list of Dual Credit programs. Students who have taken a composition course out-of-state as dual credit *may* receive college credit only if the course was taken on a college campus.

Students who have taken dual credit composition courses that transfer to Purdue as either undistributed credit or as ENGL 10100 should consider taking ENGL 10800 to complete any composition requirements for their program, to fulfill any course prerequisites, or to fulfill the university core requirement (see Appendix A: Guidelines for Directed Self-Placement).

On student transcripts you may also see various composition course numbers from Purdue's regional campuses. Please use the following equivalencies for Regional Campus Transfers.

- **Purdue Calumet**
  (Now merged with PNC as Purdue University Northwest/PNW)*
  ENGL 10000 (4 credits) is a developmental composition course. It is NOT equivalent to PU-WL's ENGL 10600, 10100, 10200, 10300, or 10800.
  ENGL 10400 (3 credits) is the first semester of a 1st-year composition sequence and is equivalent to PU-WL's ENGL 10100.
  ENGL 10500 (3 credits) is the second semester of a 1st-year composition sequence and is equivalent to PU-WL's ENGL 10200.

- **Purdue North Central**
  (Now merged with Calumet as Purdue University Northwest/PNW)*
  ENGL 100 (4 credits) is a developmental composition course. It is NOT equivalent to PU-WL's ENGL 10600, 10100, 10200, 10300, or 10800.
  ENGL 101 (3 credits) is the first semester of a 1st-year composition sequence and is equivalent to PU-WL's ENGL 10100.
  ENGL 102 (3 credits) is the second semester of a 1st-year composition sequence and is equivalent to PU-WL's ENGL 10200.

*Watch this section for more detailed information about the PNW composition courses. As of this Advisor's Guide revision, the PNW websites and Plans of Study were in transition.

- **IUPUI**
  ENG W1300 (3 credits) is a developmental composition course. It is NOT equivalent to PU-WL's ENGL 10600, 10100, 10200, 10300, or 10800.
  ENG W1310 (3 credits) is now equivalent to PU-WL's ENGL 10300.
  ENG W1320 (3 credits) is no longer offered.
  ENG W1400 (3 credits) is now equivalent to PU-WL's ENGL 10800.
  ENG W1500 (3 credits) is no longer offered.

- **Indiana Purdue Fort Wayne****
  ENG W115 and ENG W116 are basic English Comp I & II courses for non-native speakers of English. These courses are considered developmental at IPFW, and do **not** count toward any IPFW degree program. Students study vocabulary, word order, idioms, and they write very short papers.
  ENG W129 (3 credits) is designed for students who need additional instruction with writing for an academic audience. These students require a 2-semester sequence of writing instruction to complete IU's composition outcomes.
  ENG W131 (3 credits) is now equivalent to PU-WL's ENGL 10300.
  ENG W233 (3 credits) is now an elective writing course (2XX00).
  ENG W140 (3 credits) is Elementary Composition Honors and should be considered equivalent to PU-WL's ENGL 10800.
  ENG W350 is Theories and Practices of Exposition, which could be considered the equivalent to PU-WL's ENGL 30400, Advanced Composition.

  **The IPFW composition course numbers may change in the Fall 2018 semester as IPFW becomes PFW.

Purdue/IU Composition Equivalencies
[Effective for students who have taken these courses beginning Fall 2015]
IU Bloomington offers their full composition requirement in a single semester.
According to the IU/Bloomington Composition Coordinator, the IU campuses have spent the last 3 years coming to an agreement concerning W131: all W131 courses must align with IUB & IUSB's outcomes. Although some campuses still offer W132, that course will now transfer to the Bloomington campus as undistributed credit. Therefore, what IU says is equivalent to their W131 should be considered equivalent to Purdue's ENGL 103.

IU Campus	Previously Accepted As	Fall 2015 Re-evaluated
IU Bloomington		
ENG-W131	=ENGL 103	= ENGL 10300
ENG-W140	=ENGL 1XX	= **ENGL 10800**
ENG-W240	=ENGL und	= **ENGL 2XX**
ENG-W270	=ENGL 103	= **ENGL 2XX**
ENG-W350	=ENGL 304	= ENGL 30400
IU South Bend		
ENG-W131	=ENGL 103	= ENGL 10300
ENG-W140	=ENGL 108	= ENGL 10800
ENG-W350	=ENGL 304	= ENGL 30400
IU Kokomo		
ENG-W131	=ENGL 101°	= **ENGL 10300**
ENG-W132	=ENGL 102°	= **ENGL 1XX**
ENG-W350	=ENGL 304	= ENGL 30400
IU Northwest (Gary)		
ENG-W131	=ENGL 101°	= **ENGL 10300**
ENG-W132	=ENGL 102°	= **ENGL 1XX**
ENG-W140	=ENGL 1XX	= **ENGL 10800**
ENG-W350	=ENGL 304	= ENGL 30400
IU Southeast (New Albany)		
ENG-W131	=ENGL 101°	= **ENGL 10300**
ENG-W132	=ENGL 102°	= **not offered**
ENG-W270	=ENGL 103	= **ENGL 2XX**
ENG-W350	=ENGL 304	= ENGL 30400
IU East (Richmond)		
ENG-W131	=ENGL 101°	= **ENGL 10300**
ENG-W132	=ENGL 102°	= **ENGL 1XX**
ENG-W270	=ENGL 103	= **ENGL 2XX**
ENG-W350	=ENGL 304	= ENGL 30400
IUPUI /Indianapolis°°		
ENG-W1310	=ENG-W1310	=ENG-W1310 (ENGL 10300)°°
ENG-W1320	=ENG-W1320	=ENG-W1320
ENG-W1400	=ENGL-W1400	=ENG-W1400 (ENGL 10800) °°
ENG-W1500	=ENG-W1500	= not offered
ENG-W270	=(new)	=ENG-W270
ENG-W3500	=ENG-W3500	=ENG-W3500 (ENGL 30400) °°

°When the equivalents to ENGL 101 AND 102 taken at the same university transfer to Purdue, the credit should be considered and/or shows up on student transcripts as ENGL 106 + 2 undistributed credits.
°°IUPUI/Indianapolis' course numbers will show up on PU transcripts as IU course numbers.

Guidelines on the Office of the Provost's website state that, "…the UCC currently recognizes transfer credit (TR) and credit by examination (CR) as meeting foundational outcomes. The UCC does not recognize departmental credit (DC) or exemptions (EX) as meeting foundational outcomes" (http://www.purdue.edu/provost/initiatives/curriculum/faq/advisors.html).

Test-out/CLEP

There is no test-out available for First-Year Composition. There is no English Composition credit for the CLEP (College-Level Examination Program).

Retake Policy for Composition Courses **[**Major change to policy as of Fall 2013**]**

Students who take ENGL 10800 and then take ENGL 10600 (and vice versa) will receive the grade and credit for BOTH classes. The *ICaP Advisor's Guide* did not reflect this policy change until Spring 2017, so if between Fall 2013-Spring 2017 you advised a student in good faith to take ENGL 106 and 108 expecting one course to replace the other's grade and credit, please contact Linda Haynes.

- The policy of the Registrar is that if two courses are not equivalent courses, one should NOT replace the other's grade and credit.
- ENGL 10100, 10200, 10300, 10600 and 10800 are NOT equivalent courses.
- None of these courses are repeatable for credit.

AP Credit[1]
Students beginning at Purdue in Fall 2005 and thereafter must receive an AP Credit score of 4 or 5 on the English Language and Composition exam in order to receive credit for ENGL 10600.

Exemptions

Because the UCC does not recognize exemptions as meeting foundational outcomes, most colleges no longer offer exemptions for composition. However, some colleges may still offer them to students who have used other courses to meet the Written Communication and Information Literacy learning outcomes. The criteria for exemption from First-Year Composition are determined by individual schools or colleges. ICaP suggests that students with SAT Critical Reading scores no lower than 710 (or ACT 32) be considered for exemption; however, standardized test scores are not the best indicator of a student's writing ability.

To initiate an English Composition exemption:

1. Use a Form 350. Check the box for Exemption (item 6).
2. Fill in the top line (student name, ID, etc.)
3. Fill in the Subject and Course number, title, and credit lines. The exemption should be for English **10800** (NOT 10600), and the title is "Accelerated First-Year Composition" for 3-credit hours.
4. Attach the appropriate documentation to the form as required by the college or program.
5. The form must be signed by the academic advisor and the Dean (or the Dean's designee).
6. Send the form to the Office of the Registrar.
7. **Note**: According to the University Common Core Council, exemptions do not indicate that students have mastered the associated learning outcomes. Effective with Fall 2014 and beyond, exemptions will not be allowed for meeting foundational learning outcomes.

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[1] This policy was developed with representation from the Provost's Office, the English Department, Head Advisors, and the Office of Admissions (February 21, 2003). It was revised by Doug Christiansen, VP Enrollment, and Shirley Rose, Director of Composition, on February 3, 2004.

Directed Credit/Departmental Credit Without Examination (Portfolio Review)

Departmental Credit Without Examination will be awarded only under special circumstances. In order to receive credit, students must have performed writing above the First-Year Composition level. Students will be required to submit work that includes the original instructor's comments. For more information on special cases, please contact the Assistant Director of Composition/Student Concerns.

Note: According to the University Common Core Council, department credit does not indicate that students have mastered the associated learning outcomes. Effective with Fall 2014 and beyond, department credit will not be allowed for meeting foundational learning outcomes.

Grade Appeals/Reviews

Students who believe the grades they received in an ENGL 10600, 10800, or 30400 course are not accurate reflections of their performance in the course should first consult the instructor who gave the grade. If the student and instructor cannot come to an agreement, the student may then request a grade review from the Assistant Director of Composition/Student Concerns. The student must download the grade review documents found on the ICaP website (http://icap.rhetorike.org) under the "For Students" menu: Forms, or pick up a Grade Review Form and instruction sheet from the ICaP secretary in Heavilon 302. The student will need to fill out the Grade Review Form and submit all of his/her graded work from the semester (with the instructor's original comments and grades) along with any other supporting documentation. The student should submit the completed form and packet of materials to the ICaP secretary in Heavilon 302.

Students with grade concerns who are enrolled in ENGL 10600-I must see the ESL Coordinator, Harris Bras/hbras@purdue.edu.

If after the grade review process the student is still not satisfied, then the student may take the case to the college level. CLA grade appeal information is located at https://www.cla.purdue.edu/resources/policies-procedures/students/gradeappeals.html.

The Writing Lab

The Writing Lab offers a variety of free services to undergraduate and graduate students in any department or any course. Students can receive feedback—in person or online—on any writing project, in any stage of the writing process, whether they need a sounding board for ideas, want advice on how to reorganize a paper, need help polishing, or are putting together job application materials. Specialized consultants for English 106/108 and for business, technical, and professional writing are available. Consultants work with students in one-to-one sessions, and together they focus on particular assignments, questions, or problems that students have with their writing. The Writing Lab also offers workshops on various writing topics, holds daily conversation groups for non-native speakers of English, and offers online writing support materials 24/7 at https://owl.english.purdue.edu/owl and on our Youtube channel at https://www.youtube.com/user/OWLPurdue.

The Writing Lab's main location in 226 Heavilon Hall offers consultations 9:00 AM - 6:00 PM on Monday through Thursday, and 9:00 AM - 1:00 PM on Friday (with modified hours in the summer). Same-day evening appointments are available several nights per week in various locations. Students can visit https://cla.purdue.edu/wlschedule to make in-person or virtual appointments, register for workshops, or sign up for conversation groups. For more information, please call 494-3723 or visit https://owl.english.purdue.edu/writinglab. We post updates and announcements on Twitter and Facebook.

What are the guidelines for placing students into ENGL 10600 or 10800?
See the Appendix A: Guidelines for Directed Self-Placement

What are the differences between ENGL 10600 and ENGL 10800?
English 10600 (4-credits) is the regular First-Year Composition course that many students take. English 10800 (3-credits) is officially titled, "Accelerated First-Year Composition" and has the same learning outcomes as English 10600. English 10800 meets either two or three times a week and has no conferencing component built into the schedule; therefore, students are expected to have some writing confidence. This course is perfect for students who have transferred in only an English 10100 equivalent, but who need the rest of the composition, academic writing, and research experience not offered in English 10100.

For more information see Appendix B: Changes in English 10800.

The regional campuses use a different numbering system for their composition courses. How do I know if their course content is the equivalent to Purdue-West Lafayette's?
See "Regional Campus Transfer Equivalencies" list and the Purdue/IU Composition Equivalencies chart in this manual.

What is the procedure when a student transfers in ENGL 10100 credit?
The Credit Evaluation office determines distributed and undistributed credit following guidelines recommended by the English Department. Individual colleges and programs then determine how that credit will be used toward students' composition requirements. See the "Composition Requirements by College" section. **The student and advisor must, however, observe any prerequisites for higher-level writing courses in the student's plan of study.**

Can a student who received a grade of "F" in ENGL 10800 replace it with ENGL 10600?
No. Even though these courses have the same outcomes, they are not equivalent: ENGL 10800 is a 3-credit hour course and ENGL 10600 is a 4-credit hour course.

Can a student who received a grade of "F" in ENGL 10600 replace it with ENGL 10800?
No. Even though these courses have the same outcomes, they are not equivalent: ENGL 10800 is a 3-credit hour course and ENGL 10600 is a 4-credit hour course.

Does a student need special permission to take ENGL 10600 or ENGL 10800 a third or fourth time?

Not from the ICaP Program. University Regulations state that students may enroll in a non-repeatable course up to three times (and a withdrawal counts as an enrollment). After that, they must petition for exception to enroll. Check with your Director of Advising or with the Office of the Registrar for the full policy and for the procedure to request the exception.

Appendix A: For Students
Guidelines for Directed Self-Placement

icap introductory composition at purdue

Some Guidelines for Directed Self-Placement in First-Year Composition courses:

Most students enroll in English 10600 or 10800 in either Fall or Spring of their first year. Your academic advisor may have specific suggestions on which class you should take for your program. However, the following guidelines may help you determine the appropriate composition placement for you.

You should consider enrolling in **English 10600, First-Year Composition, (4 credits)** if:
- You think you would benefit from having frequent individual conferences in which you discuss your writing projects with your writing instructor;
- You would welcome the chance to develop your writing and research skills in a computer lab classroom;
- Establishing a solid academic foundation for college work is important to you.

You should enroll in **English 10800, FYC: Engaging in Public Discourse, (3 credits)** if:
- You usually understand a teacher's instructions the first time and rarely need for them to be repeated or explained;
- You have fluent control of discourse conventions such as sentence structure, punctuation, spelling, and mechanics;
- You will seek out help on your own—such as visiting the Writing Lab or attending your instructor's office hours—when you need it;
- You usually try to exceed your instructor's expectations;
- You are interested in **engaging in public writing and community service** (if so, register for the English 10800-S sections)
- You enjoy the challenge of an accelerated course;
- You believe you are well-prepared for college work.

If you are interested in engaging in public writing and community service, make sure you register for the English 10800-S section. These sections, devoted to service learning, are a good fit for students planning on majoring in pre-med, nursing, health care, social services, political science, or any area that involves service to others.

Either English 10600 or 10800 will fulfill both the Written Communication and the Information Literacy requirements on the University Common Core (UCC).

Prepared by Professor Shirley Rose, Director of Composition, March 2003.
Revised by Linda Haynes, Assistant Director of Composition, June 2017.

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Changes in English 10800

In response to the recent Council of Writing Program Administrators (CWPA) external review of our program, requests from CLA Dean David Reingold, and increased demand for new partnerships with English, we are offering more sections of English 108 and diversifying our approaches to it.

We are eager to help advisors promote **English 10800, Accelerated First Year Composition**, more widely as a viable alternative for English 10600.

What's not changing

1. English 10800, at 3 credit hours, is still an accelerated version of English 10600 (4 credit hours), and it has the same outcomes as English 10600.
2. English 10800 meets either two or three times a week (MWF or TR schedule). Unlike English 10600, there are no scheduled conferencing days.
3. English 10800 is usually best for students confident in their writing and comfortable with an accelerated, less managed approach.
4. English 10800 is *not a good fit* for Second Language (L2) students who feel they need more help learning English and becoming familiar with American academic approaches to writing.
5. Some sections of English 10800 will still be taught with the Service Learning/Community Engagement approach. These sections are indicated in the Class Schedule Listing: *"…and community service. Students can expect to engage in some local community activities outside the classroom."*
6. We're still offering English 10600, for most Purdue students, English 10600–I for second language students, and using a "directed self-placement" model to guide students to one of our three courses.

What's new

1. More tenure-stream English faculty will teach English 10800.
2. Sections of English 10800 which use a service learning or community engagement approach will be tagged with "S" (e. g. "English 10800-S").
3. English 10800-R will be used by select Learning Communities where a 4 credit hour course would be difficult to schedule and where content is tightly focused, facilitating acceleration.

Three versions of English 10800

All three versions of English 108 have the same outcomes.

- 10800: mainstream
- 10800–S: Service Learning/Community Engagement
- 10800–R: Learning Community

Advisor's Guide to ICaP

The *Advisor's Guide* will (once again) undergo revision in time for STAR, including an updated guide to self-placement intended for students. We'll email the guide to advisors, and the guide will be available on the ICaP website: http://icap.rhetorike.org/

We are happy to talk or meet with advisors or administrators who would like to review any part of the *Advisor's Guide* with us.

Meetings with the Purdue advising community suggested the following questions about English 10800.

Q: **Is English 10800 more difficult than English 10600?**

A: No, but because it meets less often, without regular instructor-student conferencing sessions, student success in English 10800 requires (a) more self-efficacy and self-regulation; (b) strong writing skills and/or prior writing experiences, and/or (c) focused content.

Q: **In the past, a minimum SAT score was recommended. Is that still the case?**

A: No. We're in the process of scrubbing those recommendations from our websites and university documents. We got many questions about this requirement over the years, were asked to explain or "exempt" it often. Many students noted they felt the SAT was not reflective of their writing skills and experience — and we acknowledge the research which has questioned its value as well.

This is not to say anyone should take 10800, but to shift the conversation to skills, experience, self-confidence, and self-regulation rather than test scores.

Q: **How is transfer credit impacted??**

A: At the current time, no changes are necessary. However, we re-evaluate transfer credit in light of curricular changes at Purdue and other institutions, and if changes do occur, we will provide an update.

Q: **Is English 10800 a good fit for second or third year students?**

A: Absolutely. These students have knowledge of the Purdue community which can help ensure their success, especially in 10800–S.

Q: **Will English 108 be offered online?**

A: With support from CLA and Digital Education, we are currently developing an online version of English 10600. We hope to extend this work to English 10800 in the future.

We welcome more questions

Please contact either of us if we can help you make decisions about placing students in ICaP writing courses, or if you'd like us to visit your unit for a Q&A session.

- Bradley Dilger, Director, dilger@purdue.edu
- Linda Haynes, Assistant Director, lhaynes@purdue.edu

Feel free to call our office 765-494-3730 with your questions or to schedule an appointment. See http://icap.rhetorike.org/ for more materials.

Appendix C: Composition Requirements by College[2]

Note: In some cases, a single 3-credit hour composition course (like ENGL 10100) does not fulfill the prerequisites of other writing courses or for program requirements. Students and advisors should pay close attention to course prerequisites.

Composition Requirements were last revised June 2017.
Please contact individual programs for current requirements or updates.

College, School, or Program	Requirement
AG & Forestry **College of Agriculture**	One semester of English composition is required. Will accept ENGL 10100, 10200, 10300, 10600, 10800, ENG W131 or HONR 19903.
EU **College of Education**	One semester of English composition required (three or four credit hours). Will accept transfer credit for ENGL 10100, 10200, or 10300. Undistributed transfer credit will be evaluated by the department.
ENGR **College of Engineering**	Students are required to have a Written Communication Foundational Outcome course, typically ENGL 10600 (4 credits) or ENGL 10800 (3 credits). Any minimum three-credit hour course on the approved Written Communication Foundational Outcome course list is acceptable.
HHS **College of Health and Human Sciences**	Students should refer to the HHS Plans of Study for the specific English Composition requirements for their major. These can be found at http://www.purdue.edu/hhs/undergraduate/majors/index.php. HHS students who have transfer credit for **any one** of the following courses or an equivalent will NOT be required to take ENGL 10600: ENGL 10100, ENGL 10200 or ENGL 10300. No exemption for ENGL 10800 offered.
CLA **College of Liberal Arts**	ENGL 10600 or 10800. ENGL 10100 alone is not accepted as the composition requirement, but ENGL 10200 or 10300 alone is acceptable. No exemptions are granted for ENGL 10800.
MGMT **Krannert School of Management**	ENGL 10600 or 10800 will be required for all students. Students who have transfer credit for ENGL 10100 (through dual enrollment, as an example) will be required to take ENGL 10600 or 10800. Will accept credit for ENGL 10600, 10800, 10300 (transfer), or ENGL 10100 *and* 10200 (transfer). Also accepted: ENGL 10400 *and* 10500 (PU-Calumet/Northwest) or ENG W13100 (IU). No exemption for ENGL 10800 offered.
PP/ Pre-PHAR **College of Pharmacy**	ENGL 10600 or 10800 will be used for students beginning on this campus. Transfer credit for any 3-credit first-year composition course from an accredited institution should be acceptable.
SCI **College of Science**	ENGL 10600 or 10800 are required to meet the freshman Composition requirement. Students who transfer in ENGL 10100 alone must take an approved advanced writing course, ENGL 10600 or 10800 or transfer ENGL 10200 to complete this requirement. Other transfer courses may be approved for the beginning requirement. ENGL 10200 or 10300 alone are accepted as the first-year composition requirement. No departmental credit will be accepted for ENGL 10800 effective Fall 2014.

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[2] Document created by the Credit Evaluation Office in 2003 and updated annually by representatives of each program. Last reviewed by Linda Haynes, June 2017.

SATT **Purdue Polytechnic Institute**	One semester of English composition is required. SATT will accept ENGL 10100, 10300, 10600, 10800, or W131. No exemptions allowed.
CMT **Purdue Polytechnic Institute**	English First-Year Composition Selective, a minimum of 3 credits. Selective choices are any course from the following: ENGL 10600, 10800, 10100, 10200, 10300, 10400, 10500, ENG W1310, ENG W1400, or ENG W2330. HONR 19903 and SCLA 10100 will be accepted starting in the Fall 2017.
CGT **Purdue Polytechnic Institute**	Two English selectives totaling a minimum of 6 credit hours. The first English selective will be chosen from the following: ENGL 10100, 10600 or 10800. The second English selective will be chosen from the following: ENGL 20500, 30400, 41900, 42000, or 42100. Appropriate 3 credit substitutes for ENGL 10600 will be allowed. No exemption for ENGL 10800 offered.
MFET/MET **Purdue Polytechnic Institute**	ENGL 10600 or 10800. ENGL 10100, 10200, or 10300 accepted. MET requires a 3-credit first-year composition selective. No exemption for ENGL 10800 offered.
CIT **Purdue Polytechnic Institute**	ENGL 10600, ENGL 10100, ENGL 10200, OR ENGL 10800 for West Lafayette. The Statewide sites and transfer students are required to complete three credit hours of English composition or the equivalent. Acceptable equivalent courses include ENGL 10100, 10200, ENGL 10300, ENG W1310 (IU Campus), or ENGL 10400 (PU-Calumet). No exemption for ENGL 10800 offered.
EET/AUET **Purdue Polytechnic Institute**	ENGL 10600 or 10800. ENGL 10100, 10200, 10300, and 10400 accepted. ENG W1310 (IU campus) accepted. No exemption for ENGL 10800 offered.
TLI [IET, SCMT, ETTE, OL] **Purdue Polytechnic Institute**	TLI majors require a 3 credit first-year composition course that fulfills the University Core Curriculum Written Communication Selective. ENGL 10600, 10800, 10100, 10200, 10300, ENG W13100 accepted. SCLA 10100 and COM 1: Antiquity to Modernity as a Written Communication Selective accepted. Transfer credit that comes in as one of the above-mentioned courses from an accredited institution should be acceptable. No exemption for ENGL 10800 offered.
VET TECH **College of Veterinary Medicine**	Bachelor degree-seeking: English 10600 or 10800. Transfer credit will be reviewed and accepted at the determination of the academic advisor or program director. No exemption for ENGL 10800 offered.

Selection and Exemption Criteria for ENGL 11000 and ENGL 11100

Background: For fall semester 2016, international students with qualifying scores on the TOEFL or IELTS were selected to participate in the PLaCE program as a prerequisite to first-year composition (ENGL 10600i). The standard sequence of courses for students in the PLaCE cohort for 2016-2017 is to take GS 10000 in fall and GS 10100 in spring, and then to take ENGL 10600/10600i and COM 11400 (or their equivalent, based on their major plan of study) in later semesters. Students may be exempted from this PLaCE prerequisite by providing compelling evidence of advanced English language proficiency, as detailed below.

Fall 2017: The GS 10000 and GS 10100 courses have been renamed ENGL 11000 and ENGL 11100. The recommended sequence remains the same.

Placement Protocol International Students

ENGL 11000 1st semester ENGL 11100 2nd semester	ENGL 106i	ENGL 106
TOEFL iBT total ≤100	TOEFL iBT total > 100 and TOEFL iBT writing < 27	TOEFL iBT total > 100 and TOEFL iBT writing ≥ 27
IELTS overall ≤ 7.5	IELTS overall > 7.5 and IELTS writing < 7.0	IELTS overall > 7.5 and IELTS writing ≥ 7.0
	GS 10000 and GS 10100, GS 10000 and ENGL 11100, ENGL 11000 and ENGL 11100 or Exemption	GS 10000 and GS 10100, GS 10000 and ENGL 11100, ENGL 11000 and ENGL 11100 or Exemption
"No Score" placement is determined in consultation with ISS staff (anticipate 50 or less)		

Frequently Asked Questions

1. **Can students test out of the PLaCE course sequence before the start of fall semester?**

   PLaCE offers a test out-option to qualifying students, based on scores on English language proficiency tests used for admissions. In order to qualify for the test-out option, students must have either

   a. TOEFL: total score of 100 with writing and speaking subsections of 25 or above, or
   b. IELTS: total score of 7.5 with 7.5 or above on speaking and writing.

   Students who meet the criteria will be notified and provided with appropriate details. PLaCE staff will base their decision on ACE-In and other locally administered test scores, as available. Results will be made available within 5 business days after taking the test. For tests taken during BGR, every effort will be made to have the results before the start of classes. Advisors will be copied on the notification of test results. Students should stay enrolled in ENGL 11000 until they receive notification from PLaCE that they have successfully tested out.
   If students do not meet these test-out requirements based on TOEFL scores, their advisor has the option of making an exemption request on the student's behalf. Students cannot submit a request directly; all requests must come through advisors.

2. **Can students in ENGL 11000 be exempted from ENGL 11100?**

   All ENGL 11000 students will automatically be placed in ENGL 11100. Students may request an exemption through their instructor. (Forms are available from instructors and in the PLaCE office, HEAV B11) Once a determination has been made, both the student and their <u>advisor</u> will be notified of the results. Students should stay enrolled in ENGL 11100, until they receive notification their exemption was approved.

3. **May students who are not automatically enrolled take the ENGL 11000/11100 Classes?**
   Students who would like the additional support the ENGL 11000 and ENGL 11100 class can provide may request admission through their advisor and will be accommodated on a space available basis.

4. **When will ENGL 11000 and ENGL 11100 be offered?**
   Both classes will be offered in the spring and fall semesters. It is anticipated we will be offering them next summer.

5. **Will a student have a choice of taking ENGL 10600 or 10600i?**
   ENGL 10600i and ENGL 10600 are available to students who either completed ENGL 11000 and ENGL 11100 or met pre-admittance criteria (ENGL 10600i only). Students who receive an exemption to ENGL 11100, may register for ENGL 10600 or 10600i.

6. **Can a student register for ENGL 10600 and ENGL 11000/11100 concurrently?**
   We were not able to block registration to ENGL 10600 with the prereq's because it would have blocked all students from registering. We receive an enrollment report that highlights students that are either bypassing ENGL11000/11100 or are registering concurrently with ENGL 10600. These students are notified they need to re-enroll and/or drop ENGL 10600. Advisors are copied on this notification.

7. **What about Spring and Summer admits?**
   Spring and summer admits who are PLaCE-eligible will be automatically enrolled in ENGL110, the same as the Fall admits are. Again, we will admit other students on a space available basis.

8. **Can students change their pre-enrolled sections?**
   If a student has been pre-enrolled in a section, they may change the section themselves in MyPurdue to accommodate their schedules.

9. **What is the ACE-In test?**
   The Assessment of College English-International (ACE-In), is unique to the Purdue educational context. The ACE-In is a locally developed, Internet-based, semi-direct English language proficiency test. The test contains three modules, and all items within each module are timed to evaluate examinees' real-time abilities to comprehend, speak and write English. The information provided by the ACE-In is used to: (1) reliably identify English language learning needs of incoming international students, (2) establish sub-skill profiles, (3) provide a reliable and valid starting point to appropriate instructional interventions, (4) examine language development over time (pre-, post-testing), and (5) contribute to language program evaluation.

Exemptions

ENGL 11000 Exemption Testing in August during BGR
- Students who are eligible for exemption testing are contacted in early summer.
- Eligibility for testing:
  a) TOEFL total score of 100 with writing and speaking subsections of 25 or above

- Determination will then be made on if student is exempt from the ENGL 11000/11100 requirement (in most cases before classes begin) and then may enroll in ENGL10600 or 10600i.
- Second semester and summer admits will be provided the opportunity for exemption prior to the start of classes of their entry semester.

1. **What is the process for Exemption Testing for ENGL 11100?**
   - Students who take ENGL 11000 will automatically be placed in ENGL 11100. Students may request an exemption through their instructor. Forms are available from instructors and in the PLaCE office, HEAV B11. Each application will be considered on its merits. The student should have consistently demonstrated strong English language skills, namely: sufficient range, depth, accuracy, and sophistication of English to be successful in any classroom task or interaction with peers and instructors.
   - PLaCE will consider requests from students enrolled in ENGL 11000 to be exempted from ENGL 11100 based on the following criteria:
     - TOEFL or IELTS scores
     - ACE-In test scores (pre-test score, final score, gain score)
     - ENGL 11000 course performance to date (major projects, homework, classwork, attendance, etc.)
     - Final grade in ENGL 11000
     - Teacher recommendation
   - Once a determination has been made, both the student and their advisor will be notified of the results. Students should stay enrolled in ENGL 11100 until they receive notification their exemption was approved.

2. **When will a student be informed that they have or have not received an exemption?**
   Students, along with their advisors, will be informed as soon as all the components of the application have been reviewed. Students have been provided the option of taking their assessment (ACE-In test) early to expedite the process. The latest a student will be informed is the day grades are due, for those students who opted to take the final during finals week.

3. **What about students who are not automatically enrolled in ENGL 11100?**
   For students who opted to enroll in ENGL 11000 this past semester and wish to continue into ENGL 11100, they may enroll on a space-available basis through MyPurdue.

4. **Will a student have a choice of taking ENGL 106 or 106i?**
   Students who receive an exemption to ENGL 11100 will register for ENGL 10600 or 10600i.

Questions? Contact the Purdue Language and Cultural Exchange at 494-1090.