



# Assignment Sheet: Course Audit

Professor Friend • ENG 2020/3080 • Spring 2023

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## 1. ASSIGNMENT OBJECTIVES

By successfully completing this assignment, you will:

- Clarify and **synthesize** what you learned in this class
- Support a claim about your own performance **using evidence** from your own writing
- Illustrate your understanding of the **course outcomes**
- Create a document that helps readers (your instructor and, in some cases, program-assessment committee members) **navigate** a portfolio of work

This assignment follows the suggestions of Ed White (2005), who argues that holistic portfolios like yours are best assessed through declarative cover letters.

## 2. PROCEDURE

Complete the following steps in order to create an effective portfolio:

**2.1. Brainstorm.** Review the course outcomes listed on the syllabus. Which of the outcomes have you accomplished this semester? What did you do this semester that shows evidence that you met those goals?

**2.2. Organize.** Find specific examples of each course outcome in the material you have created for this class. [Note: This step

takes place on the Planning Worksheet you received in class.]

**2.3. Write.** Draft a letter to your instructor that explains how you met the outcomes and refers to the examples you came up with. This letter will be read by your instructor and possibly by a program assessment committee from the English department. In other words, your audience is familiar with the expectations and terminology used in your class, so you don't need to define any vocabulary or explain any assignments. You should refer to the assignments and use the terminology because that shows you're comfortable with course material.

**2.4. Revise.** Double-check your document organization and goals. Make sure you address each outcome and support yourself with specific, convincing evidence. If you claimed that this course or your instructor has completely changed your life or single-handedly made you the best writer on earth, please revise. This document is not designed to inflate your instructor's ego or sweet-talk your way to extra credit. Instead, your letter points out evidence that you've achieved the course's goals. Stay focused.

**2.5. Compile.** Assemble all the supporting material to prove your case. Any major essays or class-project contributions should be given priority. If any minor assignments or other material help illustrate

that you achieved the course outcomes, include them. Examples can come from outside our class, as well.

2.6. **Connect.** When you mention another document that exists online, link to it so readers can click and see what you're referencing. By doing so, this letter is all you need to turn in for your portfolio — the rest is all attached.

2.7. **Relax.** Smile, knowing there's nothing else you have to write for this class.

### 3. EVALUATION

Because all your written work this semester received formative feedback, this assignment receives only summative feedback, and usually very little of it. With that in mind, the criteria in Table 1 will be used for assessing your work.

#### REFERENCES

White, E. (2005). The scoring of writing portfolios: Phase 2. *College Composition and Communication*, 56(4), 581–600.

TABLE 1: COURSE AUDIT RUBRIC

<b>Exceptional</b>	Connects 1) course outcomes to growth as a writer and 2) progress in class to applications beyond school
<b>Strong</b>	Shows how course outcomes apply beyond this class (to life in general, to other classes, to future career, etc.)
<b>Successful</b>	Demonstrates achievement of outcomes through specific written samples
<b>Attempted</b>	Lists or explains outcomes; insufficient evidence of their achievement
<b>Not Yet</b>	Fails to address course outcomes; is narrative, rather than persuasive, in nature