

Richard Matzen
WRIT 112 Transfer Portfolio Program Coordinator
Phone: 818.252.5128
Email: rich.matzen@woodbury.edu



Dear Woodbury University Student:

We look forward to your participating in the vibrant Woodbury community! One of the university's goals is to graduate students who write well and write for professional purposes, thereby, having another competitive edge in their fields. To this end, we would like to do an assessment of your writing to make sure you are prepared to succeed in your Woodbury courses!

So, if you are transferring the equivalent of WRIT 112 into your degree program, you need to choose one of the following two options, prior to your first semester:

- **OPTION ONE:** Submit a portfolio of your WRIT 112 writing or writing from other college-level courses: these papers are the "WRIT 112 Transfer Portfolio." If your portfolio passes, you will not be required to enroll in WRIT 212. See the back of this page for portfolio submission information.
- **OPTION TWO:** Plan to enroll in WRIT 212 Rhetoric and Design. This is a pre-professional writing course designed to help you succeed in your major and in professional writing.

Regarding Option One, the sooner you submit your portfolio, the sooner you will know if you are required to enroll in WRIT 212 or not. **We will review portfolios as soon as we receive them and report results as soon as possible!** This way, we can best facilitate your knowing if you have to enroll in WRIT 212 *prior* to creating your first Woodbury class schedule for the Fall of 2015. Nevertheless, we have this deadline for you as well:

Portfolio Submission Deadline for Fall 2015 Students: August 14, 2015 (Friday)

If you do not submit a WRIT 112 Portfolio for review, then you will be expected to enroll in WRIT 212.

Our goal here is to assure you and other students that the university plans for all students to have the necessary writing skills during their Woodbury years and thereafter. Specifically, the benefits to your completing WRIT 212 are these:

- You study the job market for which you are preparing.
- You search for scholarship, grant, competition, and fellowship funds.
- You discuss and use your profession's organizations, publications, ethical code, and terminology.
- You learn how to complete research in your major and for professional purposes.
- You increase your ability to write well and earn higher grades in your major.
- You learn to write memos, reports, business letters, and proposals relevant to your major and profession.

Thank you for taking the time to consider how your writing well at the university may benefit your long-term goals. If you have questions about the WRIT 112 Transfer Portfolio or WRIT 212, please contact me, Prof. Rich Matzen, WRIT 112 Portfolio Program Coordinator (email address: rich.matzen@woodbury.edu).

Sincerely yours,
Prof. Richard Matzen

→→→→→**Look on the next page of this letter for "Submitting Your WRIT 112 Transfer Portfolio"!**→→→→→

1.818.767.0888
check us out online @woodbury.edu
7500 N. Glenoaks Boulevard, Burbank, CA 91504-1052

Submitting Your WRIT 112 Transfer Portfolio

If you are transferring the equivalent of WRIT 112 into your degree program, you need to submit a "WRIT 112 Transfer Portfolio." This portfolio has to meet the following requirements:

- Submit research papers only.
- Submit more than one research paper.
- Submit a minimum of 12 pages and a maximum of 15 pages of research writing (not including title pages, References pages, Work Cited pages, etc.)
- At least one paper should come from the equivalent WRIT 112 course.

Each research paper has to....

- Have a minimum of four sources, more sources being preferable.
- Be documented according to MLA, APA, or Chicago style.
- Include a reference list or a Works cited page. (Footnotes cannot substitute for this requirement.)

Here are some other considerations regarding your research papers, which may come from other college courses besides the equivalent of WRIT 112:

- Submit your best research papers.
- Avoid providing papers that have teacher's comments or your grade written on them.
- Consider revising or editing our papers *after* your previous teacher has graded it and *before* you submit to us.

How to Submit Your Portfolio

1. Provide a cover sheet with this information: your name, address, phone number, and email address.

2. Provide the following information for each paper:

- Paper's title
- Course's name
- Course's professor
- College's or university's name
- Semester and year

3. Decide to submit either an electronic portfolio or a paper portfolio.

- **Paper Portfolio:** Provide the cover sheet and a copy of each research paper (preferably without the teacher's comments and without your grade).
- **Electronic Portfolio:** Create one Word file that has the cover sheet and each research paper in it.

4. Choose a way to deliver your portfolio.

- Email your electronic portfolio to this email address: rich.matzen@woodbury.edu
- Send your paper portfolio to this address: Prof. Rich Matzen, WRIT 112 Transfer Program Coordinator, Woodbury University, 7500 N. Glenoaks Boulevard, Burbank, California 91504-1052.
- Deliver your paper portfolio to my office: Prof. Rich Matzen, WRIT 112 Transfer Program Coordinator, Whitten Student Center, Room 122.

If your portfolio meets all these requirements, it will be read, and you will be notified of results in time for registration. Or, if your portfolio is not read because it does not satisfy the minimum portfolio requirements, written on this page, you may have one opportunity to change it and re-submit it.