

**Writing Placement Portfolio Program: Profile Form**

Please complete this form and include it with your submission materials.

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| Name: | | |
| Home Address: | | |
| City: | State: | Zip: |
| Phone: | | |
| email: | | |

Your portfolio includes this form in addition to the following:

\_\_\_\_\_ Teacher/Guidance Counselor Letter

\_\_\_\_\_ Writer’s Memo

\_\_\_\_\_ Research Paper

\_\_\_\_\_ Text Analysis

\_\_\_\_\_ Descriptive Essay

\_\_\_\_\_ Optional Creative Text

**Note**: as an admitted student to Centenary College, you are held to the Academic Code of Conduct as administered by the College:

“As an academic community, Centenary College endorses the pursuit of knowledge through open and honest discourse. Therefore, the College expects students to conduct themselves honestly in all academic activities. Any action that compromises this integrity or otherwise attempts to discredit the knowledge a student has acquired is inappropriate and unacceptable. Through continued participation in the academic code of conduct, students demonstrate respect for Centenary's commitment to academic excellence.”

The writing that you submit with your portfolio must be your own. All sources and ideas not your own must be properly cited using a standard citation style such as MLA or APA. Plagiarism is a serious academic offense. All submitted portfolios will be reviewed for plagiarism; any portfolio that has been submitted without citing non-original work will automatically forego review by the Portfolio Committee.

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DEPARTMENT OF ENGLISH & FOREIGN LANGUAGES | 400 JEFFERSON ST. | HACKETTSTOWN, NJ 07840

**Academic Code of Conduct**

You must sign that you have read and agree to the above statement before the Portfolio Committee will review your portfolio.

*I confirm that the materials submitted in this Writing Placement Portfolio are my own and all sources and ideas that are not my own have been properly documented and credited to the original source.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note**: if submitting this form through email, typing your name will serve as your signature.

Email your entire Writing Placement Portfolio with this form and the Teacher/Guidance Counselor Letter to portfolio@centenarycollege.edu

Or mail in a 9x12 envelope to

Department of English & Foreign Languages

Writing Placement Portfolio Program

Centenary College

400 Jefferson St., Box 1063

Hackettstown, NJ 07840

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