

Putting Together Your Portfolio

Your evaluation in this course will be based on a portfolio of your work. Your portfolio will include two revised essays that you have written during the quarter and one “on-demand” essay that you will write during the tenth week. The portfolio is due on the last class meeting of the quarter.

Here are some common questions students have about the portfolio:

How do I choose which essays to include?

Students must decide on their own which essays can be revised into their best work. Of course, I will offer you some advice, but I will not choose the essays for you. You should choose essays that are interesting to you, and that you feel will be interesting to other readers. While both portfolio essays can be based on similar readings, you should also try to avoid including essays that are too similar in content. Work with me and Writing Center tutors to revise these two essays so that they reflect the best work that you can produce. Remember to save all drafts of each of these essays.

What is the final exam?

You will write a first draft during the last class meeting of the quarter. I will collect these drafts and include them in your portfolio. You will not have the opportunity to revise this essay.

How are the portfolios graded?

Each portfolio will be read by two readers. Each reader will assign a score from one (lowest) to six (highest). The second reader will not know what score the first reader has assigned. After the portfolio has been read by two instructors, the two scores are added together. If the combined score is 8 or more, then the portfolio passes. If the combined score is 6 or less, then the portfolio fails. If the combined score is 7, then the portfolio is read by a third reader, who determines whether the portfolio passes or fails. To receive credit for the course, your portfolio must receive a score of 8 or more.

How should I assemble my portfolio?

- You should obtain a plain standard sized manila folder (the kind used to file letter size documents). The folder should have a tab. You should write your student identification number (CIN) (not your name) on the tab.
- Your two revised essays must be in response to two different writing topics assigned this quarter.
- For each revised essay you should collect together all of the different drafts of that essay and arrange them in reverse chronological order. The final draft (typed) should be on top with all previous drafts, in order from newest to oldest, underneath it. The essay topic sheet should be on the bottom, with the whole set stapled or clipped together.
- Only your CIN should appear on your essays to identify you. If your name appears on earlier drafts, you should attempt to erase it, or you should cover it over with a sticker or a heavy felt marker.
- It is a good idea to give essays a title. Remember that every detail is important in communicating information to your reader.
- It is a good idea to make your final drafts as error-free as possible. Remember that part of what you are attempting to demonstrate is the ability to revise thoughtfully and accurately, to recognize error, and to correct your own work.

