Final Project Write-Up (Portfolio) Check-List

Final Project Write-Ups & Reflections are due: **M 12/21 by 12pm (noon).**

As the Write-Up is on your personal ePortfolio site, we are on the honor system that **no one will make changes after 12pm on M 12/21 until after Final Grades are posted via CUNYfirst.** Your downloadable file of your Write-Up will be the "static" copy of your Write-Up on your ePortfolio (I will download these documents at noon on the 21st)

Did I remember to work on these key components and tasks … ?

- **Integrate my Write-Up (portfolio of work) effectively into my ePortfolio:** work on organization, navigation, usability in my ePortfolio (e.g., menus, cross-links, orientation for audience on landing pages, etc.), & aesthetics.

- **Introduction/Framing of Project:** provide introductory material that explains the topic & introduces your project/experiment as an intervention into a particular problem or set of questions

- **Context:** include background information about your topic/project (this is a good place to integrate some of your outside research)

- **Discuss Experiment/Project:** include your methods, data, multimodal composing experiments & deliverables, etc. This is a place to also critically reflect on findings, successes, challenges (most of this will occur in the separate Reflection, but some of it will belong here)

- **Conclusion:** adequately wrap up the project and what you've learned from it

- **Multimedia & Multimodal Composing Experiments:** include your multimedia deliverables and other multimedia (e.g., screen shots, images, videos, etc.)

- **Structure:** include strong topic sentences, logistical/helpful transitions

- **Research & citations:** include a minimum of five outside sources (beyond our textbooks or your own data) & integrate (and provide credit) for research, both in in-text citations and full Works Cited (in MLA format)? [**remember that work without proper citations cannot be evaluated**]

- **Addendum & Appendix (aka, "extra stuff"):** you can include either whole documents (e.g., emagazine) or links to other site (other blogs), and refer &/or include snippets (e.g., quotes, excerpts) from your own experiments/data/deliverables into your writing. You can include the final draft of the Project Proposal and other components, such as your Final Project Reflection & Presentation (into the ePortfolio), if you think there is a benefit to doing this.

- **Proofread/edit:** check & re-check your work for typos, sentence-level errors, broken links, media that works, etc.

- **Include downloadable file (word document or PDF) of Write-Up:** this should be the exact same content as in the Write-Up housed on/distributed on your ePortoflio

- **Post work in correct place & format:** create Final Project post on the ENG 2720 OpenLab course site (categorized as "Final Project"), with: 1) Title of Project as title of post; 2) Abstract of Project (`350 words); 3) Presentation File; 4) Reflection File; 5) Link to Write-Up on ePortfolio (with downloadable file available). Label all of files correctly: your full name, the assignment, and draft (when applicable): e.g., Jill Belli, Final Project Reflection