NEW YORK CITY
COLLEGE OF TECHNOLOGY
the senior-level college of technology
of The City University of New York

Final ePorfolio Assignment
Draft due: 12/3/13

Background

Throughout this course, you have been drafting model business documents in a variety of genres using best practices for that genre. Now, you will take your polished example documents and organize them into an ePortfolio on OpenLab as a showcase of what you have accomplished this semester.

Directions

Review how to create an ePortfolio: http://openlab.citytech.cuny.edu/blog/help/creating-an-eportfolio/ site before class on 11/12.

Using class time on 11/12, we will be creating the basic structure of our ePortfolios, which are simple webpages on OpenLab that you can upload PDF versions of your portfolio documents for review.

You may complete sections of your ePortfolio as you wish before 12/3. With each PDF document that you upload, you must provide:

- A descriptive title of the document.
- What portfolio number it corresponds to (ex., Portfolio Document #1).
- A well-edited paragraph that introduces the document. In this paragraph, you may discuss what you feel are its strongest features. You may discuss what skills you learned while designing the document. You may also discuss what challenges you felt you had to overcome to create this document. Please include whatever you feel best represents your work.

Remember, you must exercise your design skills just as effectively with your ePortfolio as you have with each of your portfolio documents.

Evaluation

Each portfolio document has a pre-assigned rubric, which you will have already received. Each portfolio assignment will receive equal weight. The construction of the ePortfolio itself will count as one of these assignments, with its own rubric (see below).

Your final ePortfolio grade will be the sum of all portfolio document grades, including construction of the ePortfolio.

ePortfolio Construction Rubric

This rubric will be used for the construction of your ePortfolio itself. It is worth the same number of points as your other ePortfolio documents.

Objectives	Instructor Comments	
	Performed Well	**Could Improve**
Content (1/3 grade) • Focused on rhetorical need. • Uses effective rhetorical structure. • Constructs audience appropriately to problem. • Accomplishes rhetorical goal with paragraphs.		
Format (1/3 grade) • Uses best practices in design and formatting. • Clean w/ appropriate use of design features such as font, spacing, headings, structure, whitespace, graphics, & color. • All necessary elements included.		
Style (1/3 grade) • Appropriate tone and register for the message. • Mechanics: spelling, grammar, punctuation • Stylistic conventions appropriate to document genre.		