

Submit your final portfolio by Friday, December 22 (or earlier) as a single MS Word document, using the formatting instructions below. You will only need to submit an electronic copy of the final portfolio to the class website on OpenLab (hardcopies will not be necessary).

**FORMATTING:**

1. Combine all of your work into one MS Word document file. Every computer on campus provides MS Word. If you do not have access to Word at home or wherever you write, save your document as a .doc, put it on a portable drive or email the document to yourself, and format it on campus.

**NO GOOGLE DOCS FILES WILL BE ACCEPTED.**

This file should be saved as follows:

***Your*** First InitialLastNamePortfolio. **Example: CDeaverPortfolio.**

2. The document should be formatted according to MLA with correct page numbering in the upper right-hand margin. (If you have 20 pages, the numbering should go from pages 1-20). The MLA heading is only necessary on the first page.
3. The whole document should be double-spaced.
4. Each of the three Unit assignments should begin with comments, in italics, with an added space before the paper's title. (See instructions for comments below.)
5. Each new essay should begin on a new page.
6. Every essay that cites a source should have works cited at the end, formatted correctly (it is not necessary to put the works cited on a new page.)
7. Your document **will be checked for compliance with academic integrity standards** using a program called Turnitin. **I urge you to test your own document** for or text similarities *before* formally submitting your portfolio on OpenLab for grading and evaluation. A page will be set up on Blackboard for multiple submissions so you can correct your own work and resubmit it *without penalty*.

**PORTFOLIO CONTENT:****1. Introduction/Rationale of the portfolio (500 words)**

- Explain the purpose of the three unit assignments in your portfolio, as a whole.  
*Suggestions:* Summarize their contents and describe the common features of the assignments to help you to convey the overall purpose of your portfolio.

**2. IMPORTANT: Before each new essay, write some comments that explain how this piece has changed since you first wrote it. See the sample below or on OpenLab.**

- A few sentences to a paragraph is enough.
- *Italicize this commentary so it stands apart from the rest.*
- The title should be centered and formatted correctly (no bold, italics, underline, large font, etc.).

**3. 4. & 5. The three Unit assignments:**

- Literacy Narrative (1000 words)
- Curiosity Report (1800-word minimum)
- Writing in a New Genre (1500 words)  
(Note: If the genre conventions require fewer than 1500 words, such as a newspaper article or poster, add a rhetorical analysis of your own document to make up the word count, as we have discussed in class.)

**6. Reflection (500-word minimum)**

- Reflect on your writing, your writing process, your genre literacy, what writing skills, conventions, processes, or other learning you think you might take with you (i.e. *transfer*) to your other courses and outside class.

## Evaluation Criteria

Each portfolio will receive an overall grade of A – F. I will not write any comment on the portfolios. I will assess them based on the following criteria:

- The degree of completion of all components of the portfolio\*
- The “Temporary” grade and evaluation you received on the draft of each Unit assignment that you handed in and that was returned to you with comments
- The care you demonstrate in revising each Unit assignment, especially 1 & 2
- The care you demonstrate in correcting mechanical errors, including spelling, punctuation, capitalization, grammatical conventions, and formatting
- The ability to correctly and smoothly integrate sources into your work (with appropriate introductions and citations).
- Extra points are considered for timeliness of handing in drafts, participation in and willingness to evolve in understanding each assignment, and participation in peer workshops of assignment drafts
- Portfolios that include the exact language of a source without quotation marks and proper attribution will receive an F for the portfolio and thus fail the course. Again, I urge you to submit your portfolio on Blackboard to check your own work and resubmit, if necessary, without penalty.

\*NOTE: For any of the five items that go into the portfolio that are missing, these points will be deducted from the total of 100 percentage points:

- Rationale/Introduction to the three papers in your portfolio: 10 points
- Literacy Narrative: 20 points
- Curiosity Report: 30 points
- Writing in a New Genre: 20 points
- Reflection: 10 points
- Revision of assignments *and comments about the changes you made to each document*: 10 points

### Final Course Grade Calculation:

Informal Assignments/Attendance):	60%
Final Portfolio:	40%

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Student's Name

Professor C. Deaver

English 1101 D351

20 Dec. 2019

### Final Portfolio

Begin the rationale of your portfolio, saved as one entire MS Word document, here. Use the same font (regular 12 pt. font) for the entire Final Portfolio document, as well as the same margins (one-inch) and line spacing (double-space), unless you are inserting a specially formatted pdf for Unit Three.

In your rationale, explain why these three papers, the three main unit assignments from this semester, belong together. What do they have in common? What elements and ideas connect them? If you are not sure how to connect Unit One, the literacy narrative essay, to Unit Two, the research “Curiosity” report, start by summarizing each assignment briefly, in two or three sentences. The summaries should help you articulate the connections between assignments and convey the overall purpose of your portfolio.

The rationale does *not* need to be written in rigidly formal style. Use your own personal writing voice and express your individual identity as a writer, thinker, student, and member of society. It should total about 500 words, which is approximately two (2) double-spaced pages of an MLA-formatted paper. Do write in (mostly) complete sentences and separate paragraphs—don't just write one long paragraph. Notice how there are *no* extra spaces between paragraphs in this document, but that the first line of each new paragraphs is indented one “tab” space. As always, remember to give yourself enough time to proofread the final draft for formatting, spelling, and other mechanical errors.

*In italics, explain what you changed from the paper draft to this version and where in the paper you changed it. For example: for this paper, I needed to change the order of the body paragraphs so that my narrative made logical sense. I moved body paragraph 3 to the beginning of the paper, and added examples to body paragraph 4 because it was much shorter than the other paragraphs. I also majorly spell-checked and grammar-checked my sentences.*

Original, Thought-Provoking, Title: Centered, Same Font

Begin the first paragraph of your paper with a half-inch indent. Your first sentence is what should immediately follow the title. Do not add an extra space between paragraphs (this means you may need to check the box in “paragraph” settings that automatically adds an extra space). For a research or other thesis-driven paper, you may want to write a thesis statement, so that as your paper develops, you can revise your thesis statement to “match” the body of your paper. This will help ensure that both you and your readers are clear in understanding the purpose and point of your essay. Narrative essays, however, are usually organized in body paragraphs that point to when, where, and what happened. Rather than argue a position, narrative essays are most effective when they tell a story, narrating events in time, using vivid details to make their points.

As your paper develops, you will want to incorporate your examples and/or research. For your narrative essay, you may need to add specific details and examples, for instance, to add life and color to events and help make them memorable for readers. For your research essay (if you wrote one) you will use direct quotes that “duplicate the original source word for word” (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way

you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks. Always remember to introduce sources with a signal phrase (author + active present tense verb)

At the end of your paper, you will list all of your sources in a Works Cited List. The Works Cited List should appear several spaces after the end of your essay and must be included in every paper that refers to outside sources.

#### Works Cited

Dworkin, Ronald W. "Science, Faith and Alternative Medicine." *Policy Review*, vol. 108, no. 2, 2001, pp. 3-19. *Academic Search Premier*.

Koltz, Hattie. "Doctors Offer Alternative, Naturally: Naturopathic Doctors Meet Growing Demand for Their Services." *Ottawa Citizen*, 17 May 2008, H10. *Canadian Newsstand*.

Poncelet, Barbara. "Mom Am I Fat?: Helping Your Teen Have a Positive Body Image." *Verywell.com*. About Inc., 20 Apr. 2016, [www.verywell.com/mom-am-i-fat-3200843](http://www.verywell.com/mom-am-i-fat-3200843).

*Begin each unit assignment on a new page, with the page numbers remaining continuous throughout the portfolio, also adding an explanation of what you changed from the paper draft to this version and where in the paper you changed it. For example: in the research report I deleted some of the content summaries for each source and added a lot more analysis of the rhetorical choices in each genre and medium. I had focused too much on the meaning and argument in each source, and not enough on how the genre, medium, and mode (how written verbal text, images, digital information, and sound affect my understanding, and an audiences' understanding, differently.*

Original, Thought-Provoking, Unit Two Title

Begin the first paragraph of the research “curiosity” report with a half-inch indent. Again, your first sentence is what should immediately follow the title. Remember that this introduction does not need to be very long. An introduction signals to the audience something about what they will read, whether by enticing and provoking them, providing background, or simply by providing a little bit of information, enough for the reader to have an idea of what they are getting themselves into. See the Unit Two handout for suggestions on how to structure and what to include in this assignment.

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