Final Portfolio ENG 1101

**Formatting**

1. All of your work should go into one Word document file. This file should be saved as YourLastNamePortfolio. Example: JewellPortfolio.

2. The document should be formatted according to MLA with correct page numbering in the upper right-hand margin. (If you have 15 pages, the numbering should go from pages 1-15).

3. The font should be Times New Roman, 12 pt. font. (I ask you to do this because it is the easiest to read.) The whole document should be double-spaced. This means that, unless you have saved Word versions of your posts, you need to copy and paste your posts in Word and re-format them. Every essay that cites a source should have works cited at the end (consult Purdue Owl or another online resource for correct MLA citation).

4. Each new essay should go on a new page. The title should be centered and formatted correctly (no bold, italics, underline, large font, etc.).

5. Before each new essay, you should write some comments that explain how this piece has changed since you first wrote it. A few sentences to a paragraph is enough. Italicize this commentary so it stands apart from the rest. (Hit return twice so you make a gap between your commentary and the title of the essay.)

**Submission**

1. Your Final Portfolio must be submitted to Open Lab by the due date. I cannot accept late submissions.

2. Please re-read the first number under Formatting. When submitting your Final Portfolios to Open Lab, all of the content should be in ONE word document, and you should upload the Word Document by choosing “Add Media” when creating your post. Please be sure that you can do this BEFORE the deadline, so you can get help if you need it. You can see me, ask your fellow classmates, or visit the Open Lab help desk on campus if you need support.

**Content**

1. Explanation of how your Literacy Narrative has evolved and the new version for the final portfolio.

2. Explanation of how your Annotated Bibliography has evolved and the new version for the final portfolio.

3. Explanation of how your Research and Audience essay has evolved and the new version for the final portfolio.

4. One document of your choice (this could be a peer review, a more minor Open Lab post, an in-class freewriting exercise, notes for a presentation, a brainstorming worksheet…?), and your reasoning for how this piece shows your evolution as a writer and/or something you learned about your writing process.

5. One other document of your choice that shows your evolution of a writer and/or something you learned about your writing process.

6. The final item in the portfolio should be your Final Reflection, which will take the form of a letter that you address to me (Dear Professor Jewell or some other variation is fine). This letter should be 2-3 pages (at least 600 words). In this letter, I would like you to explain in detail how you believe you have grown as a writer, reader, and thinker over the course of the semester. To write this letter, examine the essays that you have written and discuss those things you’ve learned and how you feel your writing has improved. Be as specific as possible. Make sure to use some of the language we have discussed in class, such as literacy narrative, genre, rhetorical analysis, audience, reflection, and peer review. The letter should also use evidence (from the five writing samples you provide in the final portfolio) to back up your claims that you learned something. Don’t just tell me that you understand rhetorical analysis now. Show me an example from your own writing that establishes how you understand it. The idea here is to back up your claims with evidence you can point to over the course of the semester. I encourage you to also think about your in-class participation, free writing, and group work when reflecting on your evolution as a writer (and include evidence here too to support your claims!).

**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.

1. **Growth as a writer (50 percent).** Portfolios that show outstanding growth as a writer will be those that have essays that have shown improvement in thought, expression, and attention to detail over the course of the semester. I will determine growth based on:

* Your final letter about your growth.
* Reviewing your final portfolio and comparing it to earlier drafts.
* Comparing your style across the assignments.

2. **Level of literacy (50 percent).** Portfolios that show outstanding literacy levels will be those that show command of the English language in thought, expression, and attention to detail over the course of the semester, especially towards the end. I will determine level of literacy based on:

* The structure and style of your sentences.
* The structure and control of your paragraphs.
* The ability to correctly and smoothly integrate sources into your work (with appropriate introductions, interpretations, and citations).
* A high-level of awareness to formatting and grammatical convention.

NOTE: Six items go into the final portfolio (review the section on Content). The final portfolio grade will go down by one full letter grade for each item that is missing from the final portfolio.