

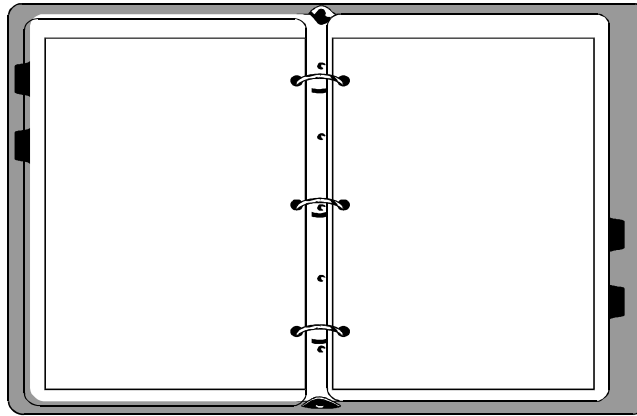
Portfolio Guidelines

Read this sheet very carefully, top to bottom of **both** sides. You are responsible for **all** of the information on it.

Your portfolio will showcase everything that you have learned in this class. **This project will receive a grade at the end of the semester.** The portfolio should have three distinct sections:

1. Quizzes/Exams
2. Writing Assignments
3. Class Notes/Handouts/Printouts

Because the portfolio will become very thick, you will need a 1 – 1 ½ inch, three-ring notebook to organize all of the work. Believe me, by the end of the semester, your notebook will be **full**.



Quizzes/Exams

Organize by date.

Writing Assignments

Keep everything, no matter how small the piece—both rough and final drafts.

Class Notes/Handouts/Printouts

Think of each set of notes as a chapter in a book that you are writing. Let your notes reflect your mastery of the material. ***At the end of the semester when I evaluate your portfolio, the note section has the potential to influence me positively.*** To make a favorable impression, your notes should have the following characteristics:

Completeness: If you are absent from class, borrow notes from someone or view the PowerPoint presentation online so that you have all of the explanations.

You are responsible for having complete notes even if you were not in class on the day(s) that I gave a lecture.

Neatness: Your notes should be legible, neatly presented, and organized so that you can actually study them. Try these things: Write on one side of the page. Use pen. Recopy your notes if your first draft is messy. Highlight important concepts. Use different colored pens for different types of information. Ask yourself, Could someone else follow my notes?

Accuracy: Be sure of the accuracy of the information in your notes. If you have a question, ask me or consult a classmate.

In addition, keep any handout I have given you as well as anything you have printed on your own for class.

Grade

I will evaluate your portfolio during a scheduled meeting in my office [3-255]. You must arrive to this meeting on time; otherwise, your portfolio will receive a zero. **The grade you earn will be the easiest A or the easiest F of the semester, depending on how carefully you have read this section.** I will grade the portfolio in this way:

Proof of Learning: Write me a letter that details the three most important things that you have learned in this class. Focus on how you have grown as a **writer**, a **student**, and a **person**. Explain what evidence in your portfolio **proves** you have changed in these three areas. **Obey all format requirements as you prepare this document.** A good letter will be approximately 450 – 500 words long. You must have this letter at the beginning of our meeting. **[50 points]**

Presentation: Bring a neatly organized and professional notebook to your evaluation meeting. The notebook should be the kind of document you would bring to a job interview. That means a photo of your boyfriend or girlfriend should not decorate the cover. If your portfolio has pockets, be sure that they are empty. All work should be neatly secured within the rings of the notebook. Do not have blank sheets of paper as extra padding. **[50 points]**

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