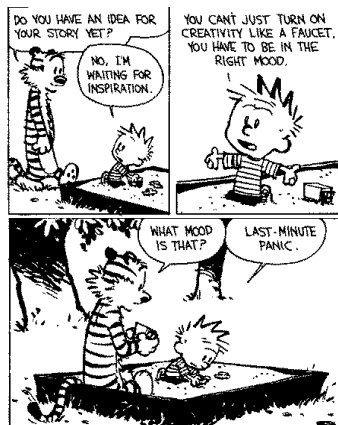


# English 131 Portfolio: Best Ideas, Best Work, Best Practices

engl 131 / sec. A4 / winter quarter 2005-06 / chang



Think back to the first day of class, to the course policies, to the discussion about the assignment sequences. Think back over the weeks, over the readings and research you have done, and over the papers—short and long—you have written. You have done an amazing amount of work, thought about new ideas and concepts, and practiced skills that hopefully will transfer to other classes and other endeavors. Now is the time to reflect on, to revise, to organize, and to polish your work and your ideas. The portfolio sequence and final assignment is designed not only to allow you ample opportunity to demonstrate what you have learned but also gives you the advantage of being graded on a final, proficient product. Each assignment sequence required you to develop a number of skills, beginning with broad structural tasks—engaging the ideas of multiple texts with one another (and with your own thoughts), cultural studies, argumentative claims, defining and using theoretical concepts and

analyses—and moving on to more detailed projects—audience considerations, paragraph development and organization, sentence structure, citation format, and word choice. Take a look at the English 131 course outcomes and you will see that you have engaged and practiced each skill or concept. In all, then, the final portfolio reflects the culmination of these ideas and efforts and allows you to choose the writing you feel represents your best work.

## Portfolio Guidelines

Your final assignment for the quarter is to submit a portfolio of the writing you have produced in this course. The portfolio must include the following:

- one of the two major papers, fully revised
- four to six of the shorter assignments, each revised
- a **cover letter** that discusses and argues how the selected papers in your portfolio articulates how you see yourself as an academic writer, how your writing engages and demonstrate the course outcomes, what you have learned and analyzed and critiqued over the course of the quarter, and what you believe your final assessment will be
- all of the other sequence assignments, drafts, peer review sheets, worksheets, and in-class writings in chronological order, which do not have to be revised
- a **table of contents** that lists everything included in your portfolio

Although only the cover letter and the selected major paper and short papers will be used to assess your portfolio grade, you must include all of your quarter's work. A portfolio that does not include ALL of the above will be considered incomplete. Furthermore, a portfolio in which several assignments fall significantly short of their page length requirements will also be considered incomplete. **An incomplete portfolio guarantees an inadequate or failing grade in the course.**

Submit the portfolio in a 2-pocket folder that has been clearly labeled with your name, course, section, date, and my name. Arrange the portfolio neatly in this order:

### Left Pocket

Table of Contents  
All work not selected for grading, arranged by sequence chronologically, include papers, drafts, worksheets, and in-class writings

### Right Pocket

Cover Letter  
Selected major paper in final form  
Draft(s) of major paper and peer review sheets  
4-6 selected short assignments in final form  
Draft(s) of short assignments

**PORTFOLIOS ARE DUE IN MY OFFICE ON MONDAY, MARCH 13 BETWEEN 10 AM AND 12 PM. LATE PORTFOLIOS WILL NOT BE ACCEPTED.** If you foresee a problem, please make arrangements as soon as possible. You can either pick up your portfolio from me next quarter (email me first for my office hours) or you can provide me with an SASE large enough to fit your folder and with enough postage.