

Week 4: Final Portfolio

gis 140 / sec. D / early fall quarter 2006-07 / chang



Think back to the first day of class, to the course policies, to the discussion about the assignment sequences. Think back over the last four weeks, over the readings and research you have done, over the skills and strategies you have practiced, 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 organize, and to collect your work and your ideas.

The Final Portfolio and Prospective Essay are designed to allow you ample opportunity to demonstrate what you have learned and gives you the opportunity for being graded on a final, cumulative 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 all of the course assignments and readings and theories of learning and you will see that you have engaged and practiced many important skills and concepts.

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:

- a **table of contents** that lists everything included in your portfolio
- all** of the assignment sequences, including short and major papers, as well as worksheets
- your Prospective Essay in the form of a **cover letter** that discusses and argues how the papers in your portfolio articulates how you see yourself as an academic writer, how your writing engages and demonstrate the course goals, what you have learned and analyzed and critiqued over the course of the quarter, and what you believe your final assessment will be

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 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
Sequence One materials and papers
Sequence Two materials and papers
Sequence Three materials and papers

Right Pocket

Cover Letter
Sequence Four materials and papers

PORTFOLIOS ARE DUE IN MY OFFICE (to be announced) ON MONDAY, SEPTEMBER 18 BETWEEN 12 PM AND 1 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.