

# English 281 Final Portfolio

engl 281 / sec. B / autumn quarter 2011-12 / chang



Think back to the first day of class, to the course outcomes, to the discussion about the Writing Challenges. Think back over the weeks, over the readings and work you have done, and over the papers—seven or more—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 Final Portfolio not only allows you ample opportunity to demonstrate what you have learned but also gives you the advantage of being graded on a final product (after you have had a quarter's worth of writing practice). Each assignment required you to develop a different skills, beginning with broad issues—clarity, genre conventions, organization, argument, exigence, analysis, close reading, and revision—and moving on to more specific concerns—tone, audience, paragraph development, sentence structure, word choice, precision, and citations. Take a look at the English 281 course outcomes and you will see that you have engaged and practiced each skill or concept. More importantly, you dug in, got your hands dirty, sweated, and

cheered. 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:

- the Writing Challenge #11: **Cover Letter**, which articulates how you now see yourself as a writer and reader, 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 (see Cover Letter assignment sheet)
- at least **three** of your Writing Challenges, each revised and improved
- your Major Paper assignment, fully edited and revised
- all** of the other sequence assignments in chronological order, which do not have to be revised
- a **table of contents** that lists everything included in your portfolio

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 means an inadequate or failing grade for the portfolio.** Remember that your Final Portfolio is worth 10% of your final grade.

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 chronologically from start  
of term to end of term

### Right Pocket

Cover Letter  
3 revised Writing Challenges  
Major Paper

PORTFOLIOS ARE DUE IN \_\_\_\_\_ ON **MONDAY, DECEMBER 12** BETWEEN \_\_\_\_\_ AND \_\_\_\_\_.  
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.