

Portfolio Checklist for the BA in English/Writing Option

GETTING STARTED

The Portfolio:

Upon declaring the Writing Option, students will purchase from the University Bookstore a portfolio with accordion-pleat folders and tabbed pockets. The completed portfolio will be submitted to the academic advisor. Students are responsible for compiling and maintaining their portfolios.

COMPILING THE PORTFOLIO

Required Contents:

- _____ an updated student *vita*
- _____ one or more pieces of creative or expressive writing in any genre
- _____ one or more pieces of academic, research-based writing
- _____ one piece of writing which demonstrates multiple drafts and revision
- _____ additional writings of any kind, chosen by the student (up to 20 pages)
- _____ a self-evaluation report in which the student reviews the portfolio
- _____ a computer diskette containing all of the above work in Microsoft Word or Rich Text

SECOND TO LAST SEMESTER

_____ Students will enroll in the noncredit EN 001 in the semester PRIOR to the semester in which they plan to graduate.

_____ By the twelfth week of this semester, students will submit their completed portfolios to their advisors. The advisor checks the materials for any needed corrections, which the student will implement, submitting the corrected materials to the advisor. The advisor and one other faculty member assess the corrected portfolio.

LAST SEMESTER

_____ During their final semesters, students will schedule an exit interview with their advisors. The original portfolios will be returned to the students at the time of these exit interviews. The diskette and signature sheet are forwarded to the department chair.

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