

## **PORTFOLIO CHECKLIST FOR THE BA IN ENGLISH** **WRITING OPTION**

### **GETTING STARTED**

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
- \_\_\_\_\_ A completed hardcopy of the Undergraduate Exit Survey  
<http://cstl-cla.semo.edu/scates/bawSurvey/index.asp>

### **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 the students' final semesters, the original portfolios will be returned. The diskette and signature sheet are forwarded to the department chair.