

Portfolio Checklist for the BA in English/Literature Option

Getting Started

The Portfolio:

Upon declaring the Literature Option, students will purchase 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 *résumé* that includes a list of academically related work experience, honors, appropriate publications, and other relevant items.

_____ three well-developed essay exam responses, one each in World, British, and American literature; these responses must be scanned onto the computer diskette or cd submitted as part of this portfolio.

_____ three clean, carefully edited copies of academic, research-based critical writings about literature, one each in World, British, and American literature; these writings will demonstrate evidence of familiarity and application of a variety of resources--including the Internet and peer-reviewed, scholarly journals. Be certain to back-up electronic files.

_____ a student-generated review of the portfolio.

_____ a computer diskette or cd containing all of the above work in Microsoft Word or Rich Text.

_____ (beginning Fall 2006) a completed hardcopy of the Undergraduate Exit Survey
<http://cstl-cla.semo.edu/reinheimer/bawSurvey/>

_____ other types of writing may be included (optional).

Second to Last Semester

_____ Students will enroll in the noncredit LI001 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. Advisors check 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 will assess the corrected portfolio.

Last Semester

_____ During their final semesters, students will schedule exit interviews with their advisors. The original portfolios will be returned to students at the time of these exit interviews. Diskettes and/or cds and signature sheets are forwarded to the department chair.