

English 102
Spring 2003
Final Portfolio Guidelines

What goes in the portfolio?

Your portfolio should contain the two essays you've written during the semester that show your particular interest in the topics discussed as well as careful revision process. One of these essays should incorporate outside research, and both should have a Works Cited page in proper citation format.

You also need to write a one page (double-spaced) cover letter in which you present the essays to the readers. Explain what the essays are about; describe the whole process of working on them (from the first draft to the final revision), the amount of revision that went into each, and what you think you accomplished in them. Feel free to address any issue related to writing that this class might have made you think about. Be as detailed and specific as possible.

Address the letter to me or to the portfolio readers.

How about revision?

Please plan a substantial amount of revision for each of the essays. Even though you received a good grade the first time, you know that the essays are not perfect and there is always room for improvement. Show me what a conscientious writer and student you are, and take into serious consideration your peers' as well as my suggestions. Even though you received a passing grade the first time, you are still required to revise the essay to the best of your ability.

***Essays that appear in the portfolio as they appeared the first time will undergo a reduction of the original grade.

How should you present the material?

Buy a manilla envelope and place the material in the envelope in the following order: Cover letter, two essays (abstract must be included with research essay), graded drafts of essays (these must be included), and permission to use work form. Please write your name, course and section number, and my name on the outside of the envelope.

Due date:

Portfolios are due in my office, Monday, May 12. I will let you know when they can be picked up.