

Portfolio Assembly Checklist

By **Tuesday, 12/13, by 8 p.m.** you will submit your final portfolio on Blackboard. This portfolio is your chance to show me what you learned and worked on throughout this semester, with an emphasis on how your writing developed and changed over the course of the revision process.

The Portfolio is worth 45% of your final grade (2 papers: 20% each; Portfolio Cover Letter: 5%)

For the 2 papers, I will be grading them according to the rubrics we used during the semester (available on Blackboard and on prior handouts), *plus this additional category*:

	Sophisticated (A Range)	Comprehensive (B Range)	Adequate (C Range)	Developing (D-F Range)
Revision Processes	Evidence of extensive revision that changes or hones the main argument/message, including major restructuring, deletions, and additions	Evidence of revision to clarify the main argument/message, including minor rearranging of structure, elaboration, but minimal deletion and no significant changes to the takeaway/thesis	Evidence of minor changes to address feedback from peers and professor, focused mainly on additions, elaborations, and rephrasing/rewording	Little or no evidence of revision. Minor changes limited to rephrasing or making additions directly addressing feedback.

Please compile all documents as a single PDF in the following order:

(If you need help combining everything into one PDF, refer to the options here:

<https://www.wikihow.com/Merge-PDF-Files>)

PAGE 1: Portfolio Cover Letter (see attached assignment prompt and rubric for details)

2. REVISED draft of Compare/Contrast Essay
3. FIRST draft of Compare/Contrast Essay (what you brought to peer review)
4. THIRD (NEW) REVISION of *either Personal Narrative OR Argumentative Essay*, revised based on my feedback
5. REVISED (second) draft of *either Personal Narrative OR Argumentative Essay* — what you already turned into me, with my comments and feedback (the document that I returned to you on Blackboard)
6. FIRST draft of *either Personal Narrative or Argumentative Essay* (what you brought to peer review)

Portfolio Cover Letter Prompt

“I stopped worrying about how awkward the reflection was, stopped worrying about how to please the teacher, and started actually reflecting and thinking. ... Teachers don’t want you to say certain things, we want you to think in certain ways” (Giles 193, 202).

Purpose:

Your portfolio cover letter is an opportunity for you to introduce your portfolio to me and explain how your understanding of your own writing process has developed and changed over the course of this semester. Think back to Giles’s article on “Reflective Writing and the Revision Process” as you write your cover letter. Keep in mind that as I grade your two essays, I will be looking at the established rubric categories in addition to the new one, Revision Processes, and I want to understand the choices that you made in revising your work. ***Why did you make the revisions that you did? How did those changes align with your goals for each of the essays? How did this semester of receiving feedback and revising affect your outlook on the writing process?***

As you address these questions in the cover letter, you will need to support your reflections with evidence from your revisions— describe *specific changes* between drafts that I will see in the following pages and *explain the reasoning* behind why you made those writing choices. You should also explain what further revisions you would make to the most recent (“final”) drafts if you had more time to work on them. What could still be improved, and how do you know? Finally, reflect on your learning in this class: what lessons and ideas will stick with you and inform future writing that you do, whether in school or elsewhere in life?

Genre:

The cover letter is like an elaborated version of the cover memos you have been writing to go with each draft, because it introduces your portfolio and reflects on the revisions you have made on your essays. You should write it in the form of a letter to me (“Dear Professor Bamert”...). The cover letter goes beyond the requirements of the individual cover memos, though, because it accounts for the writing and learning that you have been doing throughout the entire semester. I am looking for *honesty, deep self-reflection, and specific examples*.

Important Dates:

Thursday, 12/8: Bring TWO PRINTED copies of a draft of your portfolio cover letter (min. 650 words) to class for peer review.

Tuesday, 12/13 by 8 p.m.: Include the final draft of your portfolio cover letter (min. 750 words) as the first page of your final portfolio PDF.

Portfolio Cover Letter Rubric

	Sophisticated (A Range)	Comprehensive (B Range)	Adequate (C Range)	Developing (D-F Range)
Rhetorical Awareness	Demonstrates clear sense of developing rhetorical awareness: including discussion of goals, purposes, genre choices, AND audiences of written work and reflection on how to achieve those goals	Demonstrates sense of developing rhetorical awareness: including some discussion of goals, purposes, genre choices, OR audiences of written work and reflection on how to achieve those goals	Discussion of goals, purposes, genre choices, OR audiences of written work is included but may be superficial or not thoroughly examined in relation to one another	Little to no discussion of rhetorical choices made
Writing Process Metacognition	Honest and detailed accounting of the writing process, from brainstorming and drafting to receiving feedback and revising. Also explicitly considers how lessons learned may be transferable to future writing situations.	Honest accounting of the writing process, possibly including brainstorming, drafting, receiving feedback, and/or revising. Considers how lessons learned may be transferable to future writing situations.	General accounting of the writing process and of transferable lessons.	Little to no accounting of the writing processes that went into creating the included essays or of transferable lessons.
Use of Evidence	Refers to many specific revisions made in the portfolio documents, with clear and thoughtful analysis of why those changes were made	Refers to a few specific revisions made in the portfolio documents, with analysis of why those changes were made	Refers to a couple revisions made in the portfolio documents, with general analysis of why those changes were made	Does not refer to any specific revisions made in the portfolio documents