**Student Directions for Paper (non-electronic) Portfolio**

**Context of this Final:** The English Department is conducting district-wide assessment of Comp 1 writing. To that end, students are asked to submit portfolios of their work. This portfolio and reflective essay will also serve as the graded final for this class.

**Procedure: Work on this portfolio needs to be done outside of class BEFORE the day of our final.**

1. Acquire an 8.5x11 paper folder with front and back pockets that has three prong fasteners to attach papers. DO NOT USE A BINDER.
2. Gather all of your course work for this semester. This includes in-class exercises, drafts, in-class writing, peer reviews, drafts with instructor comments, etc.
3. Assemble your course work in the order in which we have done the work in class.
4. Once you have all of your pages together and put in order, number the pages in the lower right hand corner using a black or blue ink pen.
5. Then, put three holes into the left side of each page using a three-hole punch. The placement of the holes should conform to the placement of the prongs in the folder.
6. Write the first draft of your reflective essay (see instructions below) using specific examples that you directly quote from your collected work. Be sure that the last page of your essay is a Works Cited page in which your folder is cited correctly.
7. Revise and proofread the first draft of your reflective essay turning it into a polished final version.\* Check to make sure that you have included specific details directly quoted from the work in your portfolio and that you have perfected the mechanics (grammar, spelling, punctuation, capitalization) and essay format.
8. Put the final revised, proofread reflective essay and all of your course work into the paper folder by inserting the prongs through the three holes. Your work should be in this order:

1. The final revised and proofread reflective essay with works cited page.

2. All of your coursework in the order it was turned in including

 assignments submitted on My.Ozarka and class exercises and

 quizzes not done on My.Ozarka.

3. Any extra work

4. The first draft of your reflective essay.

\*As with any good writing, writing, revising, and proofreading this essay will take time. Do not try to cobble this portfolio and reflective essay together the night before it is due.

This portfolio with reflective essay is worth 100 points.

**Instructions for the Reflective Letter: (adapted from Beth Baker-Brodersen)**

***Contents of the essay: Introduction which states purpose of your essay, discussion of the mastery of each course goal including specifically quoted material from your work, and conclusion. Basically you will have a one -three paragraph discussion of each course goal. The five course goals can be found on the syllabus:***

*Please note: This essay should not include the following: references to a grade or arguing for a grade, should not critique the class or the instructor (either favorably or unfavorably).*

*Additional note: This is a formal academic assignment. Informal language should not be used (i.e., well, you, anyways, etc.)*

 ***Documentation in the essay***

Please be sure to cite specific examples supporting your point. Students lose more points for this than any other problem, possibly because the documentation takes a bit of effort. Any time that you cite work from your portfolio in your essay, you will need to put an in-text citation. This citation should include your last name and the page number where the original text that you are quoting can be found in your portfolio.

For example: I used recursive writing when I revised my narrative including more description of my car. In my first draft I said that I drove a small car. In the final version, I was more specific saying: “I jumped into my red Honda Civic and tore out of the parking lot” (Smith 67).

**Works Cited Entry**

Last name, First name. *Composition One Portfolio.* Ash Flat, AR: Ozarka College, 2011.

 ***Length: Approximately two to three pages single-spaced***

**Grading Criteria: This portfolio is worth 100 points.**

*Reflective Essay:*

Introduction states the purpose of the essay

Course goals are stated in essay

Demonstration of mastery of specific course goals includes both a discussion

 of how the goal was mastered and directly quoted examples from the

 work in the portfolio

Directly quoted examples from portfolio are cited with in-text citations

Appropriate Content and Informal Language (points deducted if letter includes

 inappropriate material and language as specified above)

*Portfolio Contents:*

Completeness of work included (points deducted for missing assignments)

**Portfolio Due Date:** The completed, assembled portfolio with the polished final version of the reflective essay is due by the due date set in MyOzarka. Portfolios will not be accepted after the designated time.

**Common Mistakes**

* **Construction follows chronology of assignments rather than addressing goals (one-three paragraphs per each goal)**
* **No mention of goal statements or does not appear to understand goals**
* **No specific examples quoted from papers or confusing references**
* **No or few comments that indicate learning of goals or attempt at learning**
* **Inappropriate comments on preferences of assignments (I liked; I didn’t like)**
* **Grammar/mechanics**

***What these mistakes look like in a student paper:***

English makes us smarter. When I first started this class, I didn't know anything about writing. But thanks to Mr. Lorch, I'm on my way to a better life.

I think my writings weren't really very influential, but I did write most of the different kinds of essays that were required. The purposes were to get a grade and better my life.

Something that really helped me was reading each other's papers in class. I don't know why we didn't do this every time. Sure, it was time-consuming, but it should be about what helps the students, not what the instructor has time for.

On my first essay I felt that some things were included that could have been left out, and that some things weren't explained with enough detail and people were left hanging. On my next I picked a topic that was too broad and too wide to cover. All in all, I think my grammar was pretty good, but I still could have used some improvement.

Critical reading was something that I did not do. We didn't have quizzes every day, so I didn't know for sure if I would get points for reading. I think if I knew I would have gotten points, I would have been more motivated to read.

I got a pretty good grade on my research paper *Why Shouldn't We?*, so I think I did that okay.

Ozarka doesn't have a lot of diversity, but I understand what it is.

All in all, I believe this was an excellent class for learning certain skills. It is a stepping stone for life. Without this class, I definitely would have failed Comp. II next semester. This class has helped me greatly with many life skills. I have grown in more ways than one. I have greatly improved, and my motivation to succeed is higher than ever.

Sincerely,

A struggling student