

Final Assignment: Portfolio

For your final assignment, you are to put together a portfolio of all the assignments you have completed for this class, and write a cover letter in which you reflect on your writing progress over the semester.

The portfolio

The portfolio should contain the **original, marked-on (graded) copies of each draft of everything** you have written, as well as the comments and peer review letters you received for the four major papers. If you have also made comments on these drafts, that is quite all right, but the portfolio should contain the original drafts.

If you did not turn in material for the grading round (that is, if I am seeing it for the **first time** during the portfolio review), it will **NOT** be considered during the grading process, except by previous arrangement. If you were not present, for example, for one of the in-class workshops or exercises, do not attempt to complete the assignment now (you may, however, put in an explanatory note, if you wish).

If you did not receive or write peer review letters for any peer review round, insert a note where the peer review letter should be, explaining why the peer review letter is not there (for example, if you did not receive a rough draft, etc.).

The portfolio should include the following, **in original copies** (except for the peer review letters you have written), and **in the following order** (when you are finished, the material for Part IV should be on top, just below your cover letter):

- For Part I: Close Reading:
 - Pre-Draft 1.1: Descriptive Paragraph
 - Pre-Draft 1.2: Thesis Paragraph
 - Pre-Draft 1.3: Close Reading Exercise
 - In-class Thesis Paragraph Workshop
 - In-class Conclusion Workshop
 - A copy of Draft 1 of Essay #1 (it is fine if it has peer comments)
 - A copy of the the Draft 1 cover letter
 - 2 peer review letters about your Essay #1
 - 2 peer review letters by you about other essay
 - One copy of your final draft of Essay #1, with comments from me
 - A copy of your cover letter for the final draft
- For Part II: Elements of Style
 - Pre-Draft 2.1: Who Are We Writing For?
 - Pre-Draft 2.2: Introductions
 - Pre-Draft 2.3 Essay Summary
 - In-class exercise on Amy Tan/June Jordan
 - In-class exercise on "The Five-Bedroom, Six-Figure Rootless Life"
 - In-class citation quiz exercise
 - A copy of Draft 1 of Essay #2 (it is fine if it has peer comments)
 - A copy of the the Draft 1 cover letter
 - 2 peer review letters about your Essay #2
 - 2 peer review letters by you about other essays
 - One copy of your final draft of Essay #2, with comments from me
 - A copy of your cover letter for the final draft
- For Part III: Analyzing and Using Evidence
 - Pre-Draft 3.1: Double Journal
 - Pre-Draft 3.2: Annotated Bibliography

- In-class Argument Analysis Workshop
- A copy of Draft 1 of Essay #3 (it is fine if it has peer comments)
- A copy of the the Draft 1 cover letter
- 2 peer review letters about Essay 3
- 2 peer review letters by you about other essays
- One copy of your final draft of Essay #3, with comments from me
- A copy of your cover letter for the final draft
- For Part IV: The Analytic Lens
 - Pre-Draft 4.1: Mini-Lens: Using Quotations as a Lens
 - Pre-Draft 4.2: Themed Outline
 - In-class exercises (TBA)
 - A copy of Draft 1 of Essay #4 (it is fine if it has peer comments)
 - A copy of the the Draft 1 cover letter
 - 2 peer review letters by you about other essays
 - (you should **not** need to include your two peer review letters for Essay 4, as you should have turned them in with your final draft to me. I will put them in the portfolio when I am done grading Essay 4)
 - (you also do **not** need a final copy of Essay 4, as I should have this already and I will put this in its proper place in the portfolio)

Please place all of the above into a **manila folder clearly marked with your name**. (By the time you are done, you should feel very accomplished: the work we have done this semester has been very intense!)

You do not need to place everything in a ring binder or staple it all together. In fact, please leave papers separate (although individual papers should be stapled; if by some oversight they are not stapled, it would be a courtesy to staple them).

If you have missed one of the in-class assignments, **do not worry**. There are several of them so that one absence will not make that much of a difference.

Your portfolios (containing Essay 4) will be left in the English Office in O'Leary for pick up after the grading period.

The Cover Letter: Your Final Self-Assessment

For the cover letter, please write **2-3 double-spaced pages** reflecting on the following:

1. In what area do you feel you have improved the most over the semester?
2. What have been the most persistent issues that you have needed to address in revising your essays? Or, have you been addressing a number of different issues?
3. How do you feel the peer workshops and review letters have helped you (or not)? Please explain in detail, giving examples.
4. What revision techniques do you feel have been the most and least useful to you?
5. Lastly, are there issues (writing problems, techniques, analytical or composition issues) that we did not cover this semester which you wish we had? Which ones?

Due 12/14