This list is not a substitute for the Final Portfolio Instruction Sheet. Use it as a supplement.

**Binding**

- Neatly bound in presentation folder or appropriately sized (not too big) three-ring binder that is easy to browse (can lay it flat, easily turn pages). Do not submit a big binder when a presentation folder will do. Do not submit pages in an envelope, file folder, clipped together, etc. Remove staples.
- Organized with clearly labeled dividers
- Paginated continuously (rather than pages beginning again in each section or document)

**Table of contents with title for your portfolio**

- Indicates the title of each artifact and page number
- Includes annotation on which project(s) is substantially revised, with page numbers

**Reflective Introduction**

- Tells me how you have organized your portfolio
- Refers to specific artifacts by **specific page number**
- Refers to specific revision changes by **specific page number and paragraph**
- Serves as an argument for what you’ve learned and achieved in Writ 101
- Points me to strengths and achievements your portfolio demonstrates
- **500 to 750 words**

**3 major inquiry projects**

- You’ve included a new final copy of:
  - Personal Academic Essay
  - Op-Ed
  - LifePlace Essay
- Each project is polished and formatted per course standards and MLA Style
- Each project is clearly labeled and paginated continuously with the rest of the portfolio
- At least one demonstrate **substantial revision**

**Originally submitted final drafts of 3 inquiry projects with my comments**

- Drafts submitted as final at the end of each unit with my mark-ups (margin comments):
  - Personal Academic Essay
  - Op-Ed
  - LifePlace Essay
- My typed evaluation and comments

**3 to 5 drafting (or revision) artifacts**

- In addition to the original final draft (with my comments) and new final drafts:
  - Personal Academic Essay
  - Op-Ed
  - Life Place Essay
- Each clearly labeled as drafting artifact [ex. “LPE Drafting Artifact: Sketch”]

**2 to 4 in-class activity artifacts**

- Each clearly labeled as activity artifact from specific unit [ex. “PAE Reflective Artifact: List”]
- Activities that did not produce writing (group discussions, reading) are summarized in a paragraph or two

**3 to 5 reflective artifacts**

- Each clearly labeled as reflective artifact from specific unit [ex. “LPE Activity Artifact: Workshop Postwrite”]

**Overall presentation:**

- Each artifact clearly labeled
- Follow course standards for formatting and MLA Style.

**Notes:**

- Do not include **more** than what is specified in the Final Portfolio requirements.
- Double-sided printing of inquiry projects is fine