



WRIT 101

Final Portfolio Checklist

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