Summer 2011

To: English 304 Students
From: Allison Hitt
Date: June 22, 2011
Subject: **Final Portfolio**

The final portfolio is an opportunity for you to gather your best work for this course and present it in a coherent form. The work collected in the portfolio will form the basis for 60% of your final grade. There are two options for this portfolio: a web portfolio and a hard-copy portfolio.

Web Portfolio

Everyone is required to produce a final web portfolio. It should be clear what information is dedicated specifically to the final portfolio, which should contain the following items:

- A final letter. The letter should make an argument about the quality of your final papers compared to the goals of the course. How successful are they at achieving good professional writing?
- An annotated table of contents that provides brief descriptions of what you revised, how you revised it, and why.
- The selection of final papers to be graded. You must include 20 pages of finished writing in this section, which includes the report. If you have more than 20 pages, you may choose to not include one earlier assignment. Please print out clean copies of all earlier papers, whether or not you revise them.
- Original final papers. These should have my comments on them.
- Drafting materials. This should include rough drafts, brainstorming, etc.

Hard-Copy Portfolio

A hard-copy portfolio is not required. However, if you already have the materials and/or are more comfortable turning in a hard-copy portfolio with the web portfolio, please feel free. If you choose to submit one, it should include the following items:

- A title page.
- An annotated table of contents.
- A final letter.
- The selection of final papers to be graded.
- Original final papers.
- Drafting materials.

A hard-copy portfolio should be in a small three-ring binder or similar folder. Presentation counts, so please make it look neat and organized.

The final portfolio is due Friday, June 24, 2011. I would like an email with the link to your website by 5 P.M., and a hard copy (if applicable) will be collected in class.