

Summer 2011

To: English 304 Students  
From: Allison Hitt  
Date: May 31, 2011  
Subject: Midterm Portfolio

This course is structured around the idea that writing is a process: For any writing project, we have to invent, draft, and revise until we are satisfied that we are achieving our purpose for the audience in question. English 304 is graded on a portfolio system designed to give you the space, time, and feedback to develop your writing by revisiting and revising your assignments.

At midterm, you will receive a provisional grade based on your midterm portfolio, your participation, and your informal writing. This provisional grade is designed to give you a sense of your standing at this point. You will also receive a letter describing my sense of your progress and what you should focus on in the second half of the semester.

### **The Purpose of a Portfolio**

A portfolio is traditionally a collection of a writer's (or artist's) best work. The portfolio presents the writer to others by carefully arranging selected works that demonstrate skills and abilities.

While you will be able to select documents that showcase your writing for the final portfolio, the midterm portfolio will include all of your work to date. By collecting everything and reflecting on it, you will be able to gain perspective on both your writing and your progress in this course.

NOTE: Your provisional midterm grade will encompass your midterm portfolio, your participation, and your informal writing. Your midterm grade is designed to let you know where you stand; it has no bearing on your final grade.

### **What to Include in the Midterm Portfolio**

The physical copy of the midterm portfolio must include the following materials:

- Midterm Reflection Letter;
- Revisions of EITHER Project #1 OR Project #2 with a brief memo describing what revisions you did and why you think they are appropriate for achieving your purpose.
- The original graded draft of whichever project you choose to revise.

You may include other materials in your midterm portfolio as you see fit.

Please choose an arrangement for your portfolio materials (chronological order, grouped by kind of writing, most successful to least successful, etc.) that is clear and visually obvious. This arrangement should respond to or reflect the ideas that you discuss in your reflection letter.

## **How to Submit Your Portfolio**

In order to critically reflect on the work you have produced thus far, I would like you to turn in a physical copy of your portfolio that is contained in a folder of some kind. Presentation counts.

Because the writing you complete in English 304 builds toward a final web portfolio, I would also like you to post your midterm portfolios to your webpage. We will be working together in class to set up these pages, so no worries. I realize that you may not have time to create a website that moves beyond merely functional, and that is completely fine at this point. Please post all relevant class documents to your website for the midterm portfolio. These include:

- Midterm Reflection;
- Original Correspondence Assignment (Project #1) with my comments;
- Original Job Application Package (Project #2) with my comments;
- Revisions for one of the major projects with a memo;
- Minor writing assignments—introductory memo, policies and expectations memo, assignment reflections;
- Informal writing—freewriting, reflections, brainstorming.

The Midterm Portfolio is due Thursday, June 2, 2011.