

## **Final Portfolio Instructions**

Graduating English majors and minors will present a portfolio of selected materials reflecting the student's academic experience within the English Department. The English portfolio serves as evidence of a student's accomplishments, growth, and abilities over the course of their academic career. English majors cannot be awarded their degree without completing their final portfolio; English minors who do not submit a portfolio cannot be awarded their English minor.

### ➤ **Collecting Material**

Upon declaring an English major or minor, students should begin to keep *all* of their writing from English coursework, including the prompts/assignments from the instructor and the instructor's comments on final drafts.

### ➤ **Selecting Representative Work**

Decisions regarding what to include in the portfolio should be based on which pieces of writing represent the student's best work, although students may also wish to include writings that demonstrate a process of growth as a scholar and writer. It is recommended that English majors and minors meet with their advisors to finalize the selection of written work for their portfolio.

### ➤ **Timeline**

All English majors and minors must submit their final portfolio to the Chair of the Department of English by the end of the eighth week of their final semester.

### ➤ **Assessment**

Portfolio evaluation serves a two-fold purpose:

- 1) Assessment of the English department's curriculum
- 2) Assessment of an individual student's fulfillment of the departmental outcomes

Each portfolio is evaluated by two or more full-time members of the department. Portfolios are graded on a pass/fail basis.

### ➤ **Passing with Distinction**

Students who have demonstrated particular excellence in the English major or minor will be recognized as "passing with distinction." This distinction will be conferred by the English department, based on an exceptional level of engagement, sophistication, and intellectual exploration by an English major/minor, as demonstrated by the submitted work and self-reflection essay in his or her English portfolio.

## Materials Included in the Portfolio

### 1. Cover page

The portfolio can be titled “English Department Major Portfolio” or “English Department Minor Portfolio.” The title page should also include: 1) The student’s name 2) Date of portfolio submission 3) Date of expected graduation 4) Titles of writing samples included in the portfolio 5) The instructor, course, and semester for which each piece of writing was produced.

### 2. Self-Reflection Essay

**English Majors:** 1,000 to 1,500 words

**English Minors:** 500 to 1,000 words

Along with selected pieces of writing, students will write a self-reflection essay about their experience in the English major or minor. This essay should discuss their reasons for including the written work they have chosen and a self-assessment of how they have developed as a writer and scholar over the course of their English major or minor. Students might also address the problems and successes they encountered during their studies in English and/or the kinds of changes they noticed in their writing and thinking during the time period their portfolio selections were written.

English majors should also evaluate their own fulfillment of the departmental outcomes for the English major, including their chosen track. English minors are also encouraged to consider their fulfillment of these outcomes, although this is an optional component to their reflection.

### 3. Submitted Work

**English Majors:** *At least* six samples of your writing produced for three or more different English classes. Samples should represent at least two different genres. At least one sample of writing should be a substantial essay of 8 pages or longer.

**English Minors:** *At least* three samples of your writing produced for three or more different English classes. Samples should represent at least two different genres. At least one sample of writing should be a substantial essay of 8 pages or longer.

- **Literature and Secondary Education** students must include at least one sample that demonstrates critical engagement with relevant scholarship in literary studies. Literature and Secondary Education students may include one or two samples selected from creative or professional writing courses.
- **Creative Writing** students should submit a portfolio that reflects their efforts in both creative writing and literary studies. A sequence or collection of poems may be included as one sample of writing.
- **Professional Writing** students should submit a portfolio that reflects their efforts in both professional writing and literary studies. They are invited to include multiple forms, styles, and mediums of communication and can make arrangements to submit electronic work.

Each piece of writing should be accompanied by instructor prompts or directions (i.e. the assignment itself), any comments the instructor made, and the grade for the assignment. Feel free to include material produced as part of the drafting or writing process, e.g. outlines or rough drafts.

**Note:** Portfolios will not be returned to students upon graduation; thus, students should submit legible Xeroxed copies of materials they wish to keep for their own records.