**EN 300 L: Portfolio Assignment**

Your final project of the semester (due Tuesday, 12/11 by noon; late work on this project is not acceptable) is to complete a portfolio that highlights the work you have completed in this class. The portfolio is worth a significant percentage (30%) of your grade, so be sure to work hard on it. There are two options for turning it in:

1. You may turn it in electronically via D2L, pasting the required documents into one combined document and uploading it that way, or uploading each file separately (one document is preferable).
2. You may turn in a hard copy, presented in a two-pocket folder (not a three-ring binder, please). Please bring this portfolio to my office, Morgan 232. I’ll be in my office by 9:00 am on 12/11.

Either way, each portfolio must include the following:

* **Substantially revised**, clean copies of **two of your essays**. At least one of the essays must either Essay 2 or Essay 5. Please choose essays that are directed at different audiences. **Make sure each final draft is clearly marked**.
* **Previous drafts** of the above essays, including at minimum the version I graded.
* A 500 word (or more) **cover letter**, discussed in more detail on the next page.

**Objectives:**

The skills and concepts taught within English 300 are designed to reinforce, supplement and extend those introduced in English 101. By the end of the semester students in English 300 will be able to . . .

1. perform complex and sustained analyses of texts
2. support and sustain logical and ethical argumentation
3. conduct sophisticated research
4. engage with and synthesize sources
5. demonstrate sustained reasoning and critical thinking
6. show an understanding of how form and language can be applied within a discipline
7. use academic writing conventions appropriate to upper-division work
8. appropriately adapt language for rhetorical situation
9. reflect upon and revise one's own writing

**Assessment:**

These objectives will be assessed through a final course portfolio which must include a minimum of two polished essays addressing differing rhetorical situations as well as a reflective cover letter. These essays must include:

* substantial and sophisticated research
* sustained analysis
* logical and ethical argumentation
* observable revisions

Your portfolio will be graded holistically based on its completeness and the rubric handed out with this sheet.

**Cover Letter Guidelines:**

The cover letter of at least 500 words should make clear the following:

* Which essays you chose to include and why
* What your goals and audience were for each essay and how you adapted each essay to its rhetorical situation
* What specific steps you took to revise the included essays, with examples
* How your included essays demonstrate 1) substantial and sophisticated research, 2) sustained analysis, 3) logical and ethical argumentation, and 4) observable revisions.