

English Major Exit Portfolio Instructions

All graduating English majors must submit an exit portfolio. This is a degree requirement, and completed submissions must be received by the deadline in order for students to be eligible for graduation. The portfolio consists of three papers or artifacts composed (ideally) during the last 30 hours of course work. Portfolio contents should include your best work and, ideally, should demonstrate a sincere attempt at revision and polishing.

Deadlines:

Fall 2018: Monday, October 29, 2018

Spring 2019: Monday, March 25, 2019

Summer 2019: Monday, March 25 2019

The Contents

During your final semester of course work or Senior Capstone, identify **three projects** that demonstrate the knowledge and skills you have developed over the course of your time at TWU. These projects should represent your best work. Artifacts should demonstrate revision and polishing. The projects you include are not limited to literary analyses; however, at least one project must be an example of formal academic prose in MLA, APA, or Chicago style that demonstrates appropriate use and documentation of research. You may also include digital or alternative media projects, such as websites, infographics, and creative writing projects that include a significant critical component. However, all portfolios must demonstrate the following skills:

1. The ability to read critically and analyze traditional literary genres and other forms of text.
2. The ability to develop and communicate ideas clearly in writing. This includes sentence-level mechanics and style, a clear focus, and cohesive development.
3. The ability to identify and evaluate appropriate research sources, incorporate those sources into well-documented formal academic writing, and formulate your own arguments based at least in part on those sources.

All written projects should be submitted as Word documents; pdfs are preferred for non web-based digital artifacts, as this will ensure the integrity of the document. If you are submitting a website, submit the url in a Word document. You should submit clean copies of all documents: do not include grades or teacher comments. The final portfolio will contain **three projects with their corresponding assignment sheets**.

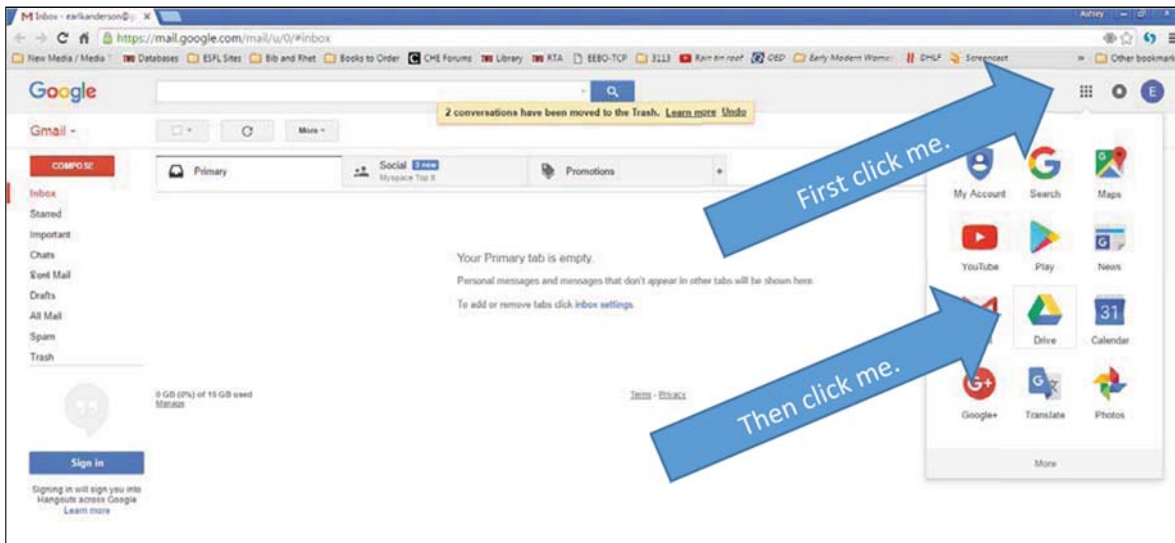
Portfolio Self-Assessment

The final step of your portfolio is to complete the portfolio self-assessment. Self-assessment is a critical step in evaluating student work and the success of the English BA program. How well you are able to evaluate your own work is as much an indicator of your learning and success as the work you produce. It includes a total of 10 questions that ask you to rate your portfolio against specific criteria for each SLO, and it asks you to offer an overall rating for your portfolio. For each SLO and for the portfolio as a whole, you will also write a paragraph that explains your rationale for your ratings. You can find the form online at <https://goo.gl/forms/tAhn6NIhDlaWWAft2>.

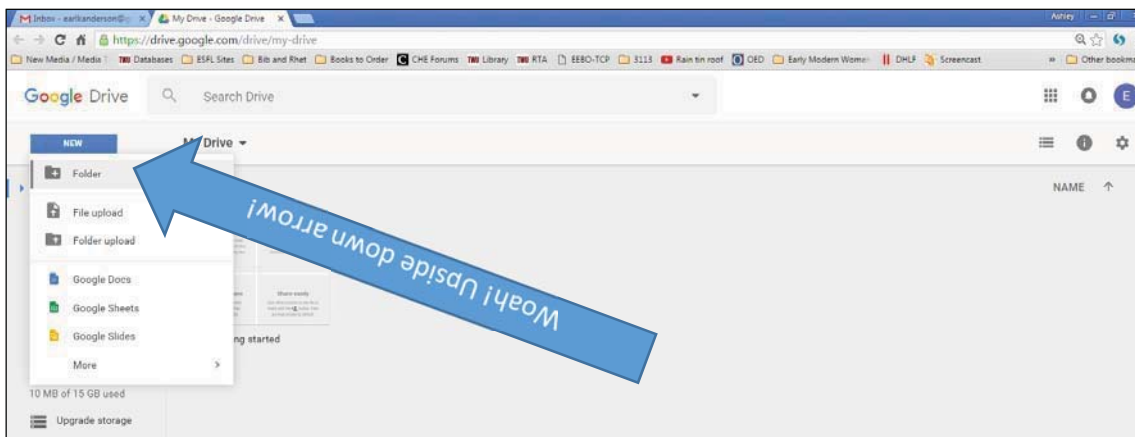
The Submission Process

Your TWU e-mail provides access to a Google Drive account. This is a free online service that allows you to store and share documents. Follow these steps to compile and submit your portfolio.

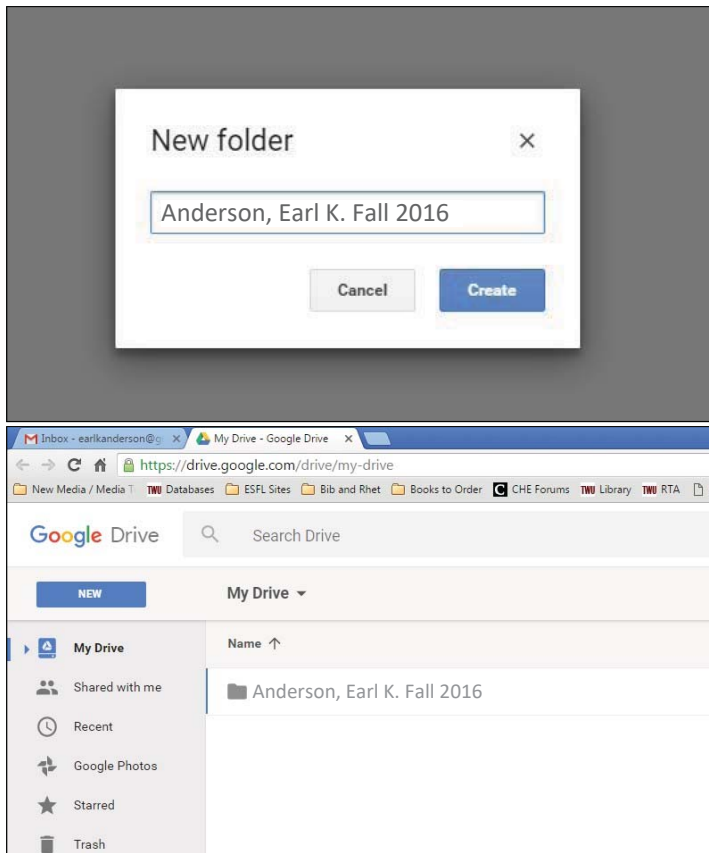
1. Access your Google Drive by going to <http://drive.google.com/> or by selecting the Google apps icon in the upper-right corner of your screen while in G-mail and selecting the Google Drive icon.



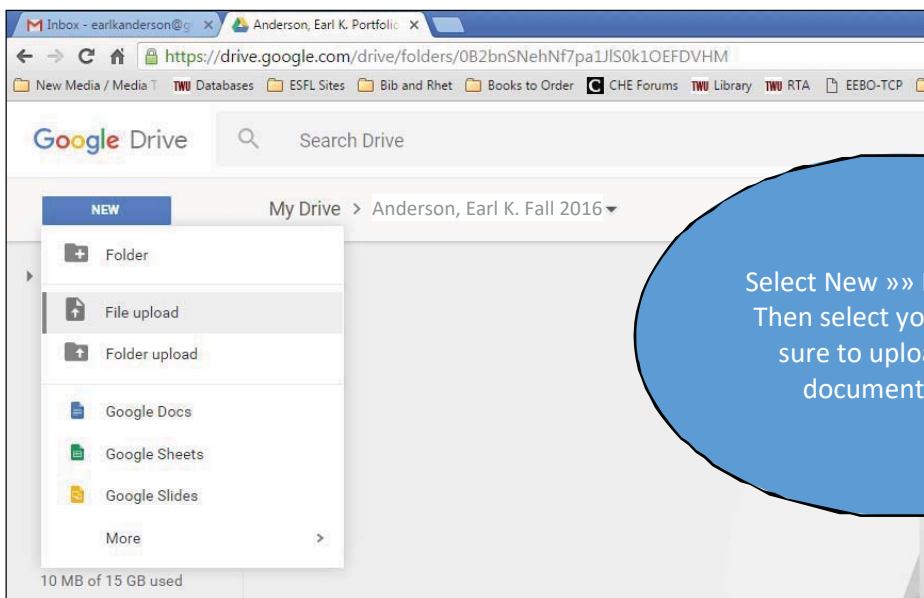
2. In Google Drive, create a new folder.



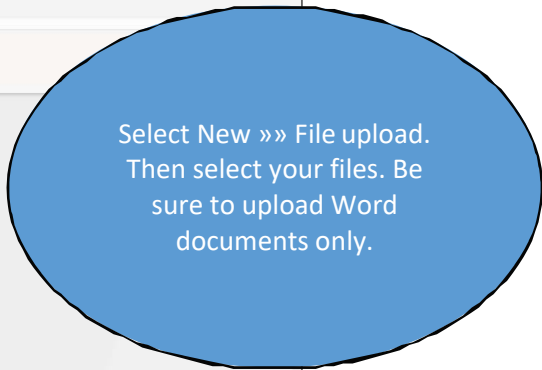
3. Title the folder by **LastName, FirstName**

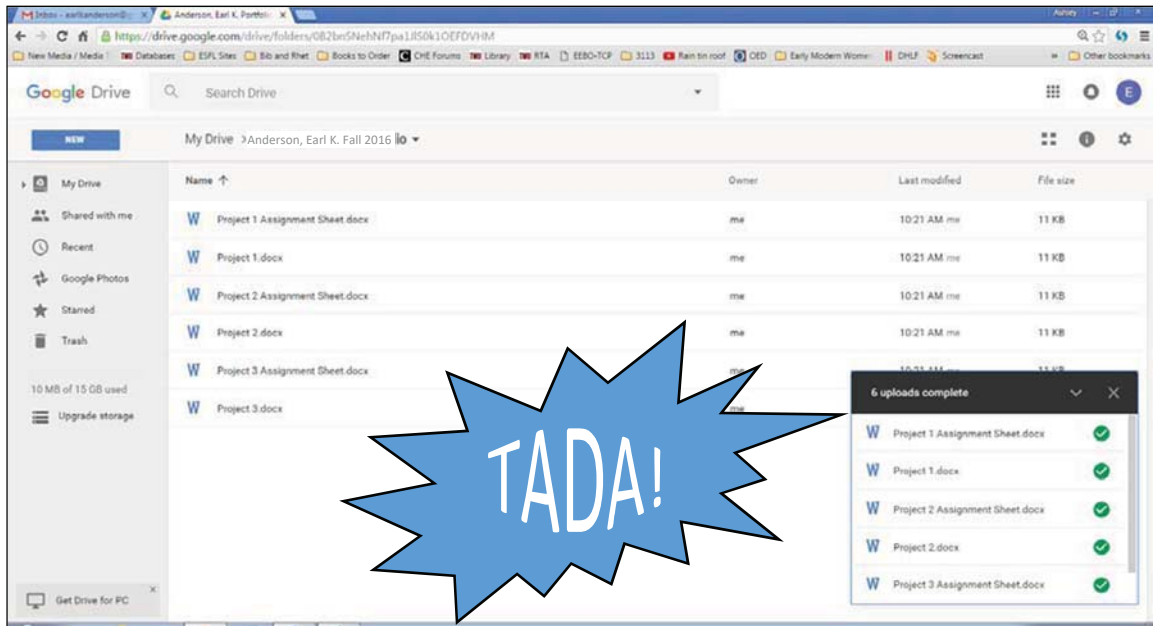


4. Click on the folder to open it. Upload your assignments and assignment sheets. Make sure the titles for these documents have corresponding titles, e.g., "Project 1" and "Project 1 Assignment Sheet."



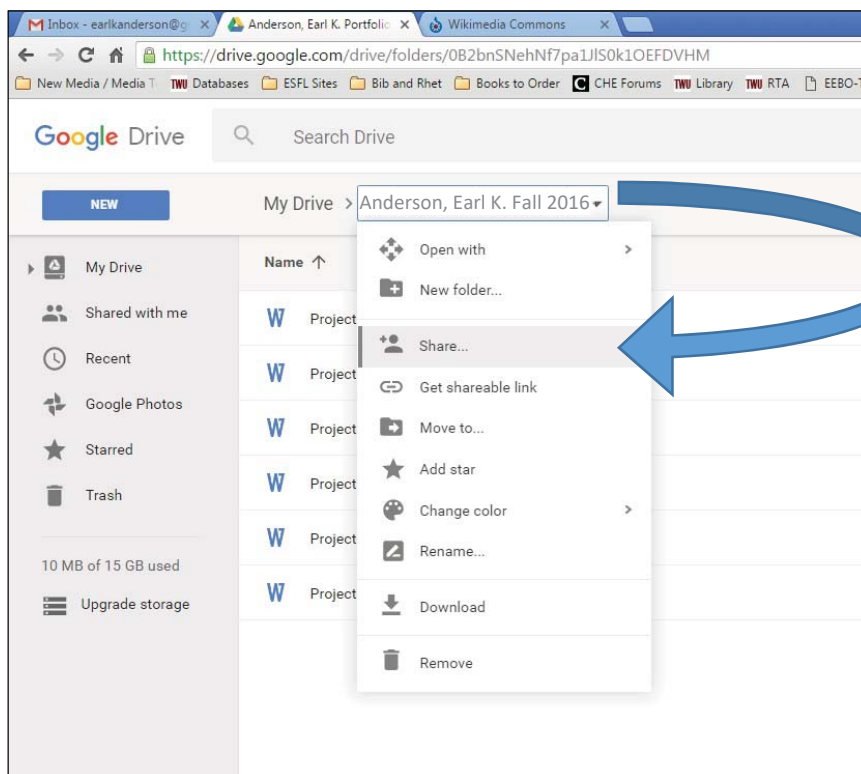
Make sure you "blind" your assignments by removing YOUR identifying information (name and student ID).





Almost finished! Now you need to share your portfolio.

5. Find the title of your portfolio at the top of the screen, click the dropdown arrow, and select Share.



6. Share your portfolio with esflexitportfolio@twu.edu and click SEND. After clicking send, you will need to confirm that you do indeed want to share. Be sure that you leave the share settings on the default "can edit."

