03 The English 101 Portfolio

Overview

The product of your engagement with English 101 this semester will be your English 101 portfolio, a sample of the work that you have completed that demonstrates your core competency in the skills covered in the course. This portfolio will consist of both final, revised drafts of paper assignments you have worked on throughout the semester, and a set of drafts illustrating your composition process. The documents will be graded by your instructor.

This portfolio will also be evaluated by a committee of other English 101 instructors, who will recommend whether the portfolio meets the standards set by the Freshman English Composition Program, Humanities Department, and The University System of Maryland.

A "passing" English 101 portfolio is a requirement for passing English 101 and placing into English 102: Freshman Composition II, the University's required research writing course. Students who fail to produce a satisfactory portfolio will be required to repeat the course.

The English 101 Portfolio: What is Required?

The English 101 portfolio will contain final, MLA formatted, revised drafts of each of your four major writing assignments, working drafts for each assignment, as well as your entry diagnostic writing and any other materials your instructor requires.   Of these four assignments, three must earn at least a "C" grade in order for the portfolio to be considered "passing."

A portfolio checklist is included at the end of this chapter for your reference.   The contents of the portfolio are discussed in detail below.

1. **Final** and **Working** Drafts of each of the four major writing assignments in English 101:

    - **The Narrative Essay**: An essay discussing a personal experience or telling the story of a person, place, thing, event, or phenomenon.
    - **The Compare-Contrast Essay**: An essay discussing the similarities and differences between two things.
    - **The Argument Essay**: A piece of persuasive writing that argues that an audience should accept a particular fact, causal relationship, quality, or action.
    - **The Writing Process Analysis Essay**: A reflective narrative essay that discusses your experience with the writing process over the course of composing the Narrative, Compare-Contrast, and Argument essays. This may take the form of a *Writing Process Analysis Cover Letter,* depending on your instructor's preference.

2. An **Entry Diagnostic Essay,** handwritten, usually completed in a University examination booklet (a "Blue Book").

3. **Other Materials** as required by your instructor, such as your MyWritingLab exit exam, any short writing assignments, surveys, assignments, or other paperwork.

The English 101 portfolio is collected and evaluated twice during the semester—once at Midterm and once at the end of the class.   It must be presented to the instructor on the due date in a two-pocket folder and arranged according to the standards specified by the instructor. No late English 101 portfolios will be accepted for any reason short of a certified medical emergency.

English 101 Portfolio Grading and Evaluation

To be considered "passing," the portfolio must contain the four major writing assignments, three of which must meet the University of Maryland System Standards for a "C" Paper standard that the Freshman English Composition Program and Department of Humanities have adopted.   If the portfolio does not contain all four essays, and three passing essays, it is considered "failing" and an insufficient completion of the course requirements.

The final grade on the portfolio will be issued by the instructor.

Prior to being graded by the instructor, all English 101 portfolios are evaluated by members of the Freshman English Composition Committee, who issue recommendations to the instructor as to whether the work contained in the portfolio is of sufficient quality.   Readers issue a "Pass" or "Fail" grade recommendation.

Portfolios can also be issued a "Technical Fail" grade by the Freshman English Composition Committee reader. This means that the writing contained in the portfolio is satisfactory, but there exists some other deficiency in the organization, contents (like missing drafts), or formatting of the work that needs to be addressed. In such cases, the student will be allowed to "revise and resubmit" the portfolio, addressing the technical / formatting deficiencies.

Final Portfolio Requirements Checklist
ENGL 101
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Portfolio Due Date: _____

No late portfolios will be accepted for any reason.

Portfolio contents and formats checklist:

__ Entry Bluebook Diagnostic

__ Final, Unmarked Draft of Narrative Essay

__ Final, Unmarked Draft of Comparison-Contrast Essay

__ Final, Unmarked Draft of Argument / Encomium Essay

__ One or more graded drafts of Narrative

__ One or more graded drafts of Compare-Contrast

__ One or more graded drafts of Argument

__ Final, unmarked Draft of Writing Process Analysis Essay

__ One or more drafts of Writing Process Analysis Essay

__ Printout Indicating Completion of the MyLabsPlus Diagnostic Post-Test

__ Important! Identify your portfolio on the outside with your name, your instructor's name, and
   your 101 section number.

All essays should strictly adhere to MLA format guidelines for academic writing.

Portfolio contents should be arranged in a standard two pocket folder, as shown below:

Graded Drafts BlueBook Entry Diagnostic MyLabsPlus Post-Test Confirmation	Final Drafts Writing Process Analysis Essay On Top