



English Department Portfolio Instructions

Graduating English majors and minors will present a portfolio of selected materials reflecting the student's academic experience and growth within the English Department. Portfolio evaluation allows the English department to assess whether individual students are fulfilling our stated program outcomes. Each portfolio is evaluated by two or more fulltime members of the department.

Timeline

Final portfolios are due to the Chair of the Department of English by the end of the eighth week of a student's final semester. English majors and minors must complete their portfolio to be awarded their degree or minor. Before submitting portfolios English majors and minors should meet with their advisor or department chair to review the portfolio requirements and consult about their portfolio materials.

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. Students should also keep the Course Tracking Worksheet up to date.

Selecting Representative Work

Students should select pieces of writing that represent their best work and most strongly fulfill [program outcomes](#). Students may choose to include additional examples of work that demonstrate their growth as a scholar and writer. For example, ENL 1300 and ENL 1310 are not English major or minor credit courses and assignments from these courses would not count towards portfolio requirements. However, a student who wishes to discuss their growth may include a major essay from one of these courses to illustrate their writing and thinking when they started their college career. Such assignments should be included in addition to and not as substitutions for the required number of examples of a student's best work and should be placed in a separate appendix at the end of the portfolio. Portfolios are not returned and students should keep photocopies or scanned copies of materials they wish to keep for their own records.

E-Portfolio

English majors or minors should consult with their advisor or the department chair if they would like to present their materials as an E-Portfolio.

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 the final portfolio.

Materials Included in the Final Portfolio

1. **Cover page** (form provided by the department)
2. **Course Tracking Worksheet** (form provided by the department)
3. **Portfolio Worksheet** (form provided by the department)
4. **Table of Contents**
Include the title of the essay/project and the instructor and course for which it was produced.
5. **Self-Reflection Essay** (Majors: 1,000 to 1,500 words; Minors: 750 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 include:
 - Your reasons for selecting the written work you have included.
 - A self-assessment of how you have developed as a reader, writer, and scholar over the course of your English major or minor.
 - A self-assessment of your own fulfillment of the outcomes for the English major/minor, including your chosen concentration.
 - Optional: You may also choose to reflect on the problems and successes you encountered during your studies in English and the kinds of intellectual, spiritual, ethical, and/or social growth you have experienced during your time in the English department.
6. **Submitted Work**
Each piece of writing should be accompanied by instructor prompts or directions, any comments the instructor made, and the grade for the assignment. It is highly recommended that students collect or download this material at the end of each semester. If a student finds they are missing any prompts, directions, or comments, they should email the instructor several weeks before the portfolio is due and ask if copies are available. *Assignments without instructor feedback are not acceptable.* Feel free to include material produced as part of the drafting or writing process, e.g. outlines or rough drafts.
 - **English Minors** should include 5 to 7 samples of writing produced for 3 or more English classes. At least one sample of writing should be a substantial essay of 6 pages or longer.
 - **English Majors** should include 8 to 10 samples of writing produced for 5 or more English classes. At least one sample of writing should be a substantial essay of 8 pages or longer.
 - **Majors with a Literature Concentration** should include at least two major projects from 3000- or 4000-level courses. They may include up to 3 samples of writing selected from creative or professional writing courses.
 - **Majors with a Creative Writing Concentration** should include work that reflects their efforts in creative writing as well as literary studies and/or professional writing. Samples of creative writing should include original compositions in 2 or more genres. A sequence or collection of poems may be included as 1 sample of writing.
 - **Majors with a Professional Writing Concentration** should include samples of work produced for different mediums of dissemination. If a sample was created as an oral or electronic medium, students should consult with their advisors about how to best include this work in the portfolio.