



## English Department Portfolio Instructions

Graduating English majors and minors will present a portfolio of selected materials reflecting the student's academic experience within the English Department. 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.

### **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.

### **Purpose of the Portfolio**

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.

### **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.

### **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**

English majors and minors should meet with their advisors to finalize the selection of written work for their portfolio. Although students can select pieces of writing that represent their best work, they are also encouraged to select writings that demonstrate a process of growth as a scholar and writer. 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 create an E-Portfolio. All forms and instructions can be found on the Department Blackboard site.

## 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 piece of writing and the instructor and course for which each piece of writing 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 including the written work you have chosen.
- 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/or the kinds of intellectual or personal 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. Feel free to include material produced as part of the drafting or writing process, e.g. outlines or rough drafts.

**English Majors** should include 8 to 10 samples of writing produced for five or more English classes. At least one sample of writing should be a substantial essay of 8 pages or longer. **English Minors** should include 5 to 7 samples of writing produced for three or more English classes. At least one sample of writing should be a substantial essay of 8 pages or longer.

**Students in the Literature and Secondary Education Concentrations** should include their final paper from ENL 3000: Writing About Literature and at least one major project from a 4000-level seminar. They may include up to three samples of writing selected from creative or professional writing courses.

**Students in the Creative Writing Concentration** should include work that reflects their efforts in both creative writing and literary studies. Samples of their creative writing should include original compositions in two or more genres. A sequence or collection of poems may be included as one sample of writing.

**Students in the 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.