Putting Your Portfolio Together

Due: Friday, May 7, at 1:00 p.m.

Your portfolio of your writing in this class should include the following:
- A Table of Contents
- A Letter of Submission that presents your portfolio and overviews its contents
- In-class Responses (Emails)
- Learning Logs
- Explications
- Position Paper
- Journal Article Review
- All Rewrites
- Your Self-Assessment Memo

You should present the contents of your portfolio—in a ring binder—in the following order:
- Letter of Submission
- Table of Contents
- Explication 1
- Explication 2
- Position Paper
- Journal Article Review (with a copy of the article)
- In-class Responses and Other Emails
- Self-Assessment Memo

You should present each item with the final draft on top. For example, for Explication 1, you should have your final re-write on top, then any other re-writes you may have, then your original explication, then the drafts that went into the explication, and finally, any notes you may have made. For your position paper, you should have your final re-write on top, then any other re-writes you may have, then your original paper, then the drafts that went into the paper, and finally, any notes you may have made (including your learning logs.)

Note: If you wrote your position paper with a partner, one of you should turn in a photocopy of your position paper with my comments on it while the other of you turns in the original (with my comments).

Writing Your Letter of Submission

Your letter of submission should present your portfolio and overview its contents by stating the reason you have prepared the portfolio, outlining its contents and features, and offering to answer any questions your reader may have about the contents of the portfolio. (Include contact information.)

Your letter should use block format (example below).

| Your address |
| Date |
| My address |
| Dear Me: |
| Aldsjflksjdflaj fljd faksdfsajdflka dfkja |
| Aldsjflkjadf jsjd fjaadflsjdfsdjflkj |
| Sincerely, |
| You |