

Assignment: Final portfolio

Contents. In your final portfolio, you will revise and expand three of your assignments, reflect on your revisions and expansions, and write an additional reflection letter articulating your progress in the course as a whole. There are seven parts to the final portfolio:

1. A revised and expanded version of *either* the rhetorical or visual analysis of a monster/hero. You must expand the original paper by 1-2 full pages. *12% of final grade.*
2. 200-word reflection on revisions and expansions to your rhetorical or visual analysis. *1% of final grade.*
3. A revised and expanded version of the analysis of the materiality of a medieval manuscript. You must expand the original by about 500 words (1,250 words total). *8% of final grade.*
4. 200-word reflection on revisions and expansions to your analysis of the materiality of a medieval manuscript. *1% of final grade.*
5. A revised and expanded version of the research paper. You must expand the original paper by 1-2 full pages. With the research paper, display the visual component of the multimodal presentation on your website. *14% of final grade.*
6. 200-word reflection on revisions and expansions to your research paper. *1% of final grade.*
7. Reflective letter of 1,000 words (details below). *3% of final grade.*

Grading. The grade that you received on the earlier versions of the assignments will not be considered when grading the papers in your final portfolio. Each of the papers in your final portfolio will be graded as a new composition. Consult the original assignment sheets for the guidelines and grading criteria for each of these compositions.

Expanding and revising. In order to make your paper and argument more effective, the best way to expand is probably to do so on a small rather than a large scale. You should utilize reverse outlining (see <http://writing.wisc.edu/Handbook/ReverseOutlines.html>) to think about the organization of your ideas. Are there certain arguments that are underdeveloped or unclear? In these cases, it will make your writing stronger to add a sentence here and there rather than to add an entire new section. See <https://docs.google.com/document/d/1Djf89MbGuT2g4Bl4owhUBuxRcJp45-XFwIXtClbiK1c/edit?usp=sharing> for additional activities to guide your revision process.

Reflecting. You will complete significant revisions to all three assignments. Include a 200-word reflection for *each* of the three major components of the portfolio. The reflection should describe the revisions and expansions you have made and make an argument about how you have improved the paper from your first draft to your final version. In the reflection, you can reference your instructor's earlier comments on the paper and how you have responded to those comments in the revised version. Be specific in describing how you have revised and expanded your papers.

Process

- ❖ We will have several revision workshops (Nov. 19 & 24) leading up to the final portfolio.
- ❖ The last class will include a workshop on the reflective letter. You should bring a preliminary draft (at least 500 words of the total 1,000) of your reflective letter to class on Dec. 8.
- ❖ Your final portfolio must be posted to your website by Wednesday, December 16 at 5 p.m..

The Reflective Letter

As the semester comes to an end, you will organize your website as a portfolio showing the work you have done this semester. As part of that process, you'll write a reflective letter of about 1,000 words discussing your own learning, as well as the improvement and progression you've made in the course. In your letter, you should reflect on your progress over the course of the semester, employ rhetorical terminology from the course, describe rhetorical strategies used in each of your assignments, and demonstrate how you have fulfilled each of the learning objectives for the course. Here are the learning objectives from our syllabus, which you should address in the reflective letter:

By the end of this course, you will be able to

- ❖ Compose texts in multiple genres, using multiple modes with attention to rhetorical situations. You will learn how audience, purpose, genre, and content shape the meaning and effectiveness of all writing.
- ❖ Summarize, analyze, synthesize, and evaluate the ideas of others as you undertake scholarly inquiry in order to produce your own arguments.
- ❖ Practice writing as a process, recursively implementing strategies of research, drafting, revision, editing, and reflection.
- ❖ Employ academic writing conventions, including organization, development, style, incorporation of materials from sources, grammar, format, and documentation.
- ❖ Utilize electronic environments for drafting, reviewing, revising, editing, and sharing texts. You will also be able to locate, evaluate, organize, and use research material collected from electronic sources. Additionally, you will understand and exploit the differences in the rhetorical strategies and in the affordances available for both print and electronic composing processes and texts.

The reflective letter is an important aspect of your portfolio since it brings all of your assignments together and demonstrates your progress in the course. Since this letter will be published online, you should make the most of the online publishing environment by linking to relevant pages and passages from your assignments on your site, using these links as evidence of your successful completion of the course's learning objectives.

Some questions to guide your reflection. The reflective essay should take as its topic your relationship to the writing process and should explore the improvements or progression you have made in this course. Over the course of your essay, you will link to and discuss each of the major projects you've published in your final portfolio. You might ask and answer the following questions:

- ❖ Has your process for writing changed over the course of the class?
- ❖ What insights have you gained about yourself as a learner?
- ❖ Are there new strategies you now employ that you had not previously?
- ❖ Are there areas you have identified in your writing process that still need work?
- ❖ What part of your exploration of your writing process do you feel has been the most successful?
- ❖ What have you learned in your course about writing that you did not know before?
- ❖ What have you learned about yourself as a researcher, as a person who engages in argument, as a person who cares about inquiry?
- ❖ What have you learned about collaboration with others, or about giving and receiving feedback on writing this semester?
- ❖ How has the work you've done this semester helped you to fulfill the learning objectives for the course?
- ❖ What is your best work for the course? Why do you think it's your best? What are the strengths and weaknesses of your other work?

Your reflective essay will address these kinds of questions in some way and will make use of the artifacts (your writing projects) you include in your portfolio as evidence to support your answers to the above questions. A reflective essay does not need to have a specific thesis but should have an organizational framework that takes the reader of your essay through your ideas effectively and clearly.

Writing a reflective essay. Because process is such a personal part of writing, in this reflective essay feel free to use first person and write a narrative of your experience, rather than an argumentative essay. You can present your discovery by:

- ❖ Telling a story,
- ❖ Exploring each part of your writing process and the role it plays in producing a final product,
- ❖ Discussing your failures and how they turned into successes, or
- ❖ Starting with your successes and then discussing how you intend to improve in other areas needing further development.

However you choose to structure this reflective essay, it still needs to have a purpose. That purpose need not be defined by a thesis but perhaps might have more to do with acknowledging what you have learned and what you are still learning.

What is most important is that you engage with your writing process in three ways.

- ❖ First, engage with the process of writing some of the artifacts you included in your portfolio. Describe your writing process. An important part of composing a work whether in a digital space, on paper, or orally is figuring out the process you, as a composer, need to go through in order to effectively create a text, artifact, or presentation. It can include many of the techniques that your instructor may have mentioned: outlining, word webs, reflections, etc. It can also be much more informal: emailing a professor about an idea, sketching out notes on a napkin at a coffee shop, or talking to a friend about your ideas. Ultimately, your writing process includes each step you take from the coffee shop napkin to an outline to a first draft and eventually, a final product. Discovering and being able to articulate your own writing process will help you become a more effective writer/composer as you progress through college.
- ❖ Second, engage with the process of curating the portfolio as a whole (which pieces you chose and how they represent your learning/discovering your writing process over the course of the term).
- ❖ Third, consider talking about the different genres or styles in your final portfolio. How are the compositions different from one another? How did you figure out the genre conventions that were appropriate to each artifact in your portfolio? What skills might you use to identify genres of writing beyond this course?

Because you are talking about the process of writing/composing each paper and the portfolio as a whole, you should think of your portfolio and its artifacts as texts to be analyzed (like you would a piece of literature or an article not written by you). Quote from your writing. Use it to show your process and describe how the writing itself demonstrates your learning.

Imagine that the audience of your reflective essay has not read your writing before. You need to teach them about your compositions and your writing process by using your portfolio as evidence.

Describe the assignments you composed in this course that allowed you to practice writing for an audience. Make sure to discuss what you learned in those assignments. Also, consider the challenges of writing to different audiences and how you managed those challenges.

The Website

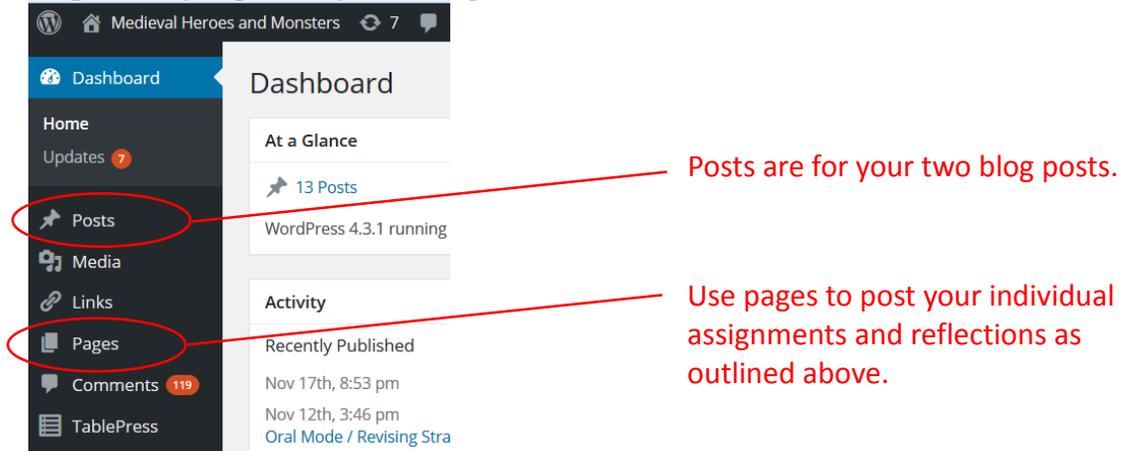
You will submit your portfolio electronically on your website. You should think carefully about the appearance of your website and the way in which you will present the final versions of your assignments. The assigned readings from *Compose, Design, Advocate* should be particularly useful in thinking about the most effective design for your website. You can change your Wordpress theme if you think a different one is better suited to your work. Make certain that your entire course website looks complete, coherent, and like you've given some thought to its overall design and aesthetics. There are a few requirements for the design of your website:

- ❖ **Contents and layout.** Your website should have five to six pages, which appear as tabs at the top of your site.
 - The home page for your site should be the Reflective Letter page/tab since it presents your portfolio as a whole.
 - The second page/tab should be your revised and expanded rhetorical or visual analysis. You can name the tab “Rhetorical Analysis” (or “Visual Analysis”) or use a more specific title related to your paper topic. The choice is yours. This page/tab should include your revised and expanded rhetorical or visual analysis. After the paper, include your accompanying 200-word reflection on the same page.
 - The third page/tab should be your revised and expanded analysis of the materiality of a medieval manuscript. You can name the tab “Materiality Analysis” or use a more specific title related to your paper topic. The choice is yours. This page/tab should include your revised and expanded analysis of the materiality of a medieval manuscript. After the paper, include your accompanying 200-word reflection on the same page.
 - The fourth page/tab should be your revised and expanded research paper. You can name the tab “Research Paper” or use a more specific title related to your paper topic. The choice is yours. This page/tab should include your revised and expanded research paper. After the paper, include your accompanying 200-word reflection on the same page. You should also include the visual component of your multimodal presentation on this page.
 - The fifth page/tab should include your two blog posts. You can name the tab “Blog Posts” or a fitting alternative.
 - The *optional* sixth page/tab can include biographical information about you. It’s your choice whether or not you include this page on your site.
 - Here is an image of our course website with annotations showing you how your final portfolio should look on your site:

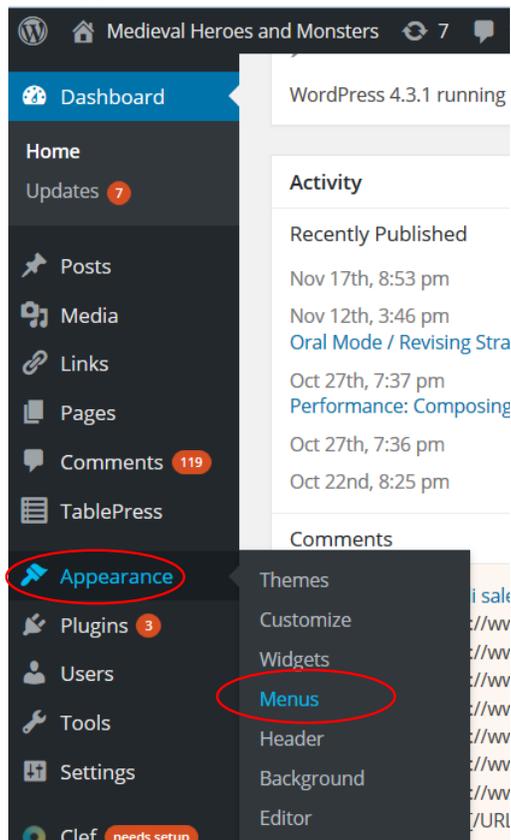


❖ **Technical details**

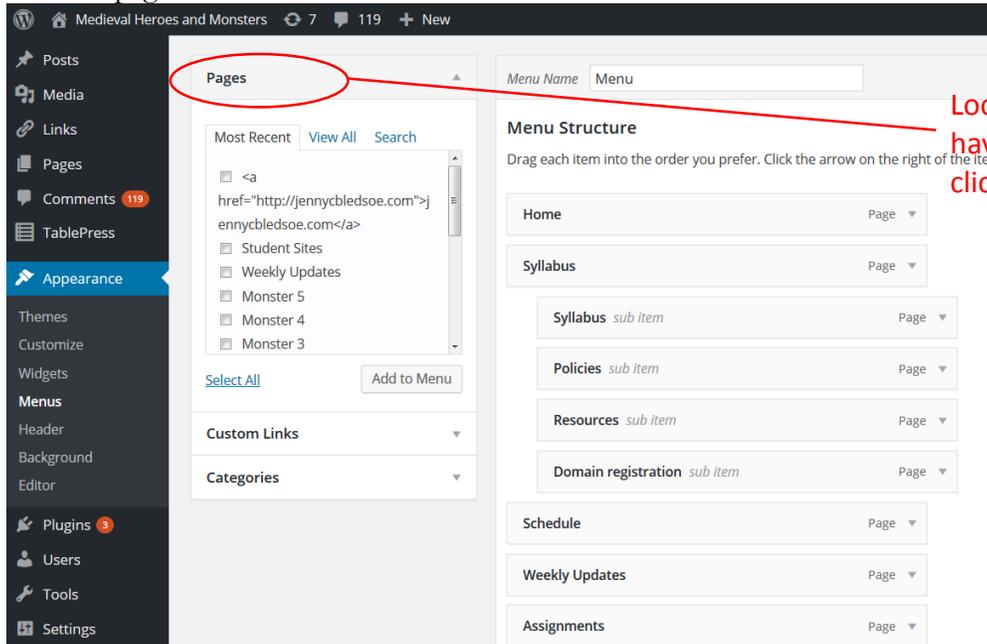
- It is important to make sure that you're using "pages" rather than "posts" for the assignments you post on your Wordpress site.



- Once you have all your pages in Wordpress, you can assign them to your website's menu using your Wordpress dashboard. On your dashboard, select "Appearance," then "Menus."



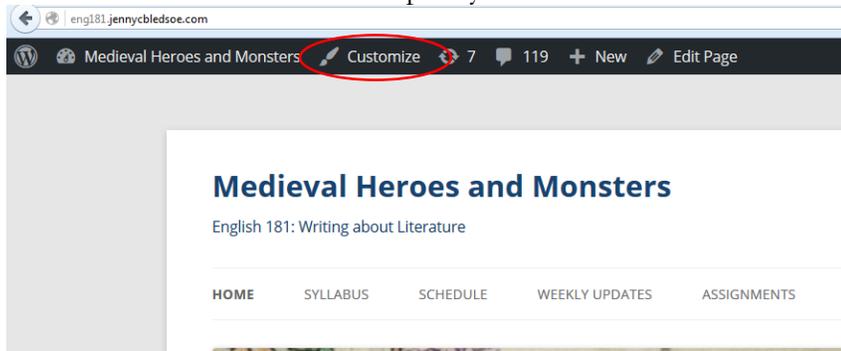
- On the menu page, you can locate the pages you have created and place them in the order you would like them to appear on your site. See the image below as an example of how the pages are laid out in the menu on our course website



Locate the pages you have created here and click "Add to Menu."

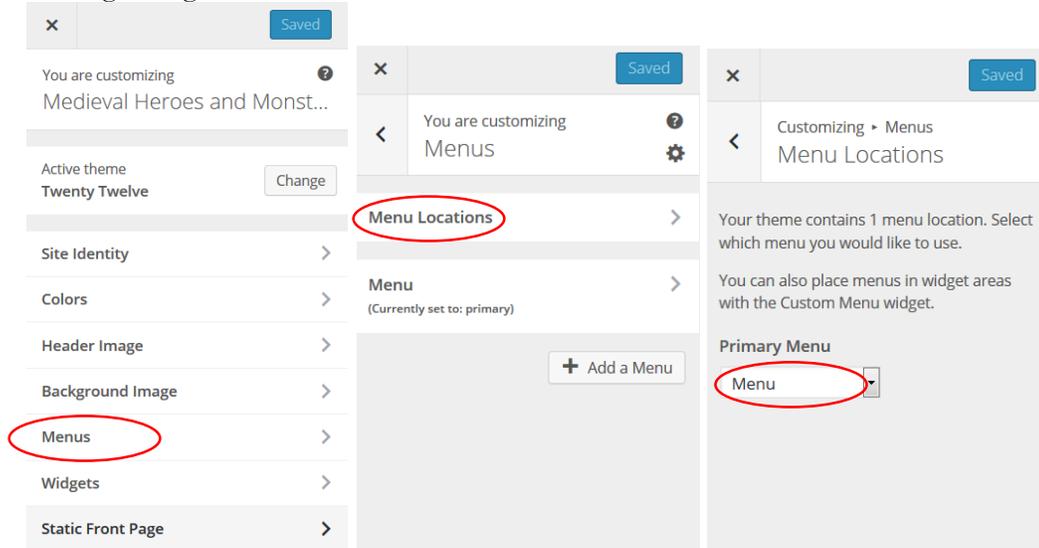
Drag your pages into the proper order for your site.

- Now, the final step is to implement these changes you have made in the dashboard on the front end of your website. While logged into Wordpress, go to your website. Click customize on the menu at the top of your site.

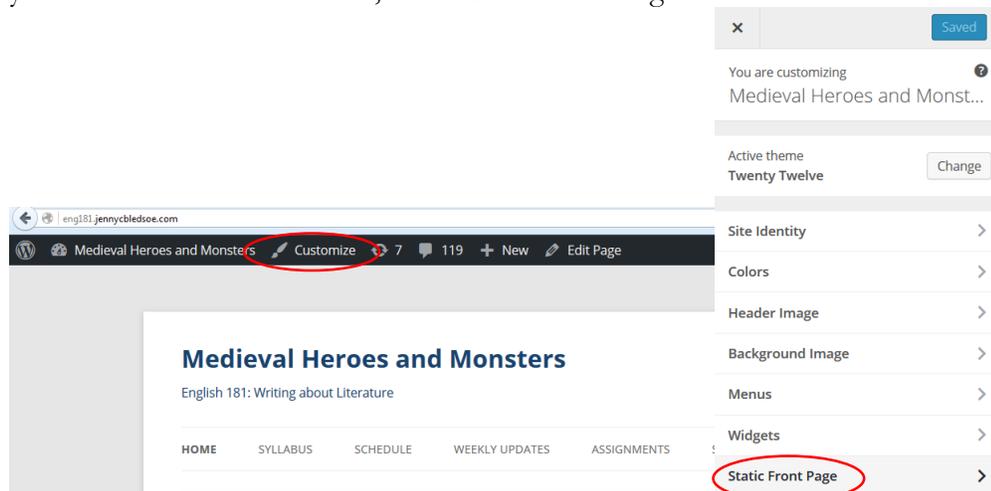


- A sidebar should pop up on the left side of your site.

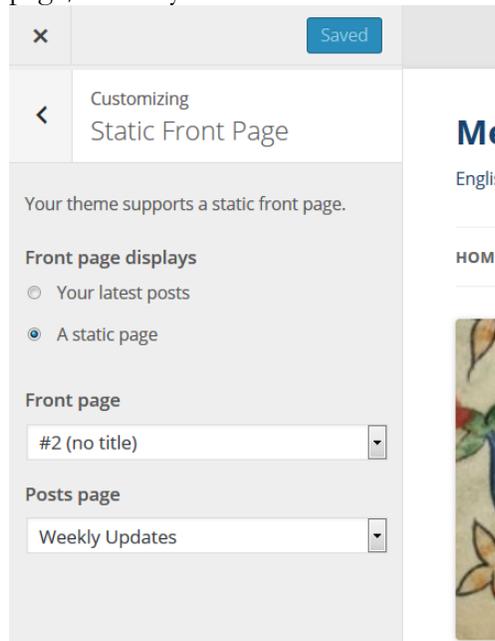
- Now, you need to select the menu that you laid out on the dashboard side of the site. Click “Menus,” then “Menu Locations,” and finally for the “Primary Menu” select the appropriate menu that you created on the dashboard (mine is titled simply “Menu”). See images below. Make sure to click “Save” in the upper right corner when you are finished making changes.



- The last thing you need to do is select a static front page and a page for your blog posts.
- First, on the back side of the site (the dashboard), create a blank page with the title “Blog Posts.” You don’t need to include any text on the page since your blog posts will automatically appear on this page once we’ve customized the formatting. Be sure to save this blank page. You’ll need to modify your menu to include the “Blog Posts” page following the instructions above.
 - Your blog posts automatically go to the front page of your site, but since you want your reflective letter to be the home page of the site, you need to make a few changes. In the same area where you selected the menu for your site, you can make these modifications. So, first of all click the customize button as you did above when you selected the menus. Then, click “Static Front Page.”



- Under “Front page displays,” select “A static page.” For your “Front page,” you should select the page for your reflective letter that you’ve already created (mine is “#2”). For the “Posts page,” select the page, “Blog posts,” that you created two steps ago (in this example, mine is “Weekly Updates” for the course website). Be sure to hit “Save” at the top right. Now, your website should display your reflective letter as the front page, and your two blog posts should automatically go to the “Blog posts” page/tab on your site.



The Writing Program asks that you keep your final portfolio for the course on your site until you receive the site renewal notice in the fall. The Writing Program uses your final portfolios to assess the effectiveness of Emory’s first-year writing courses.