

## e-Portfolio

*"Reflection enables us to evaluate experience, learn from mistakes, repeat successes, revise, and plan."*

*~Sherry Swain*

### The Purpose of the Portfolio

The purpose of a portfolio is to allow you to gain some critical distance from your own work and reflect on your growth as a writer. Although the portfolio may serve to showcase your best writing in this class, **its greater function is to provide you with a forum to defend the purposeful choices that you make as a writer and consequently, your development as a writer. When you begin thinking about writing your reflections, you should think of your collected writings as "data" or "evidence" that will support your "defense" of your development as a writer.** You will look at everything you have produced, read, and discussed in this course and consider where you are as a writer and a critical thinker about literacy and learning. Remember that your reflection and writer's profile are the initiation of a dialogue with your reader and it is your chance to frame the understanding/evaluation of your work. Try to embed or hyperlink examples whenever possible.

### Home Page:

On your home page, the reader should find a picture of you or one that is representative of you. The home page should also include your name, our class and section, and a title for your portfolio. Try to think in terms of a theme for your portfolio.

What would be an overarching idea that ties everything together for your reader? Is there a symbol or metaphor that you could use to represent your thinking and writing this semester? On your home page, you should also have an introduction to the reader. In this introduction, you should explain who you are, the purpose of the portfolio, and what a reader should look for or expect to find while going through your portfolio, What do you want your reader to know that would be helpful for navigating through the site? Try to set up both a purpose and a context for them as readers. This would be a good place for you to explain your theme or metaphor as well. (~300 words)

### My Thinking:

In this section, you will have two sections with the writer's profile and the connections outside the classroom (My Whatever/Digitizing) or you can combine them to create a digital essay-ish piece. First, you will include your writer's profile or your final reflective letter. Think of this section as a place to defend your work as a writer and as a learner this semester. You are including your formal reflective letter here, but I also want you to include anything else that you think demonstrates your writing and your learning. You should be as creative as possible—embed videos, images, use hyperlinks, and make connections for your reader. This section should be a place to show everything that you have learned and I expect it to demonstrate the vocabulary and concepts we talked about in class.

- **The Reflective Writer's Profile:**

When writing your profile as a writer, you should consider me to be your audience and adopt the tone of a reflective letter. Although you do not have to follow the rules of MLA formatting (nor does it have to look like a letter), it should be typed and show evidence of careful writing and revision. Even though reflective writing may appear informal in nature, please keep in mind that this piece may be the most important piece of writing that you do this semester. Think of the profile as a place for you to defend the decisions that you made as a writer and the decisions that you made as a student in the class; it is also a place to show and provide evidence of your thinking.

While there is no specific page requirement for this reflective piece, please keep in mind that the more detailed your profile, the better I can understand your intentions for it, your progress as a writer, and how I should view the work in your portfolio. **(It would be very difficult to write a thorough enough response in less than 1000 words.)**

The writer profiles that earn the highest grades are those that truly reflect on your class performance, point to key places in your work, and bring in the vocabulary and ideas that we have discussed in class. As always, please keep audience, purpose, tone, and message in mind when composing this piece of writing. I have included a list of questions that you could consider when writing your profile:

- **Growth:** Think about your growth or development as a writer. Carefully review the contents of your portfolio and tell me how you have gotten to this point. What along the way was important for that growth? Did anything impede your development?
- **Goals:** Where are you as a writer at this point in time? How has your writing/revision process changed? What writing goals did you set for yourself? How did you intend to achieve them? Do you have new goals?
- **Challenges:** What challenges did you face in the class? How did you overcome them? How has your thinking changed since you have been in the class? How has the way that you viewed writing changed?
- **Expectations:** At the beginning of the semester, what did you expect from this class? How did your expectations change or remain the same over the course of the semester? Refer to specific elements in your journal or introductory reflective essay.
- **Development:** What aspect of this class helped you the most or was most important to you? Why? What assignments fostered your growth as a writer the most? How?
- **Peer Response:** Talk about your experience as a peer reviewer. What did you get out of the process? Did it help or hinder you? What type of response was the most helpful to you?
- **Teaching:** If you were to teach this class, what ideas would you emphasize? What examples or lessons would you try to bring into the conversation? How would you show these concepts to others?
- **Definitions:** How would you now define “good writing”? Do you have any new examples? How does rhetoric and the rhetorical situation intersect with writing? Why are they important to consider?
- **Narrative:** Tell the story of ENGL 1102. Focus on the elements of narrative we discussed this semester. Try to put the reader into the story of our class. Use excerpts from your daybook as a way to tell it.
- **Connections:** Think about the connections that you have made over the course of the semester. These connections could be connections with texts, connections with other students, connection with other students’ writing, connection to college life in general, connections with other classes, connections among ideas, or connections that you think of on your own. Try to discuss at least three of these kinds of connections and discuss how and why you made these connections.

\*\*\*It is not necessary to address all of the above ideas, and you are not limited to what you see above, but again, engage with your progress as a writer and a student as much as possible. (1000+ words)

- **Digitizing or My Whatever:**

This section should show that you are making connections to writing outside of our classroom and that you are linking our ideas to the outside world. Many people accomplish this part by digitizing their reflective letter by hyperlinking, embedding videos, images, and audio in order to make connections for your reader. This section should be a place to show everything that you have learned and I expect it to demonstrate the vocabulary and concepts we talked about in class. Look for images, quotes, memes, videos, etc. that connect to or make you think about stuff we have talked about in class.

### **My Writing:**

This will be a place to showcase what you see as your best writing this semester as well as your informal writing.

- **Showcase Writing:** Please choose three pieces that you think are most representative of you as a writer. You don’t have to choose your major papers (although the digital essay will be there as a page already), but you could choose a Small-Stakes Assignment like the Nacirema piece or your Style piece, a blog post, or even something from group work. Regardless of what you choose, you must include a short reflective piece (~200 words) that defends your choices and explains how they are representative of you as a writer. These pieces should be revised, demonstrate careful thinking, and illustrate careful writing.
- **Informal Writing/Daybook and Forum:** You will also choose 5 daybook entries or forum posts that highlight your thinking as a writer. You may choose to either re-type, scan the daybook entries, or screenshot the Moodle posts. If you like a particular entry that isn’t finished, then you should type up what you have so far and then expand your thinking so that the final piece has a

conclusive feel. Although you will be turning in the entire journal as well, I want you to choose five entries that will draw attention to what you have been thinking in class. Be sure that these entries are indicative of your performance in the class and how you are reflecting on yourself as a writer. Your entries could show an example of critical thinking, an example of making connections, an instance where you questioned something, your favorite in-class writing, and another entry of your choosing. In an introductory reflective piece or with another method, show what learning took place in the entry, how the entry helped you develop your thinking or writing, and why this particular piece of writing is important to you. In a 3-5 sentence reflection for each excerpt, briefly discuss why you chose these particular excerpts as representative of your informal and invention writing.

### My Process:

You should include the process work associated with ONE of your major assignments. Process work includes everything that you have associated with the paper from working in your daybook to the three drafts (rough draft with peer comments, revised draft with my comments, and final draft with your comments on what you have changed.) You must, in some way, indicate what you have changed in your polished copy. You may indicate revisions by highlighting, using the comment function in word, annotating with Jing or a screenshot program, writing an introductory reflection, or whatever method you see fit. Please indicate what you changed and why you changed it. This section is where you can show how you have developed as a writer. You could show images or quotes from what your peers said or what I wrote. You MUST write an introductory reflection on the process itself and then annotate your process work along the way to guide my understanding (~250 words).

### My Inquiry

This section includes the digital essay/inquiry project as well as your research subpage. Aside from displaying your work on the inquiry project, you should write a short reflective piece that explains a bit about the project and what you learned about the inquiry process as well as the topic itself. This reflection should focus both on the process of inquiry as well as what you learned about your topic and about you as a researcher (~200 words).

### Organization and Creativity

Part of your grade will also be based on the organization and creativity of your e-portfolio. Remember that an e-portfolio allows us to do things as writers that a paper portfolio does not allow and you should (as a thoughtful, purposeful writer) take advantage of those allowances. I will be asking myself the following questions as I look at the organization and creativity of this portfolio:

- Has the author of this portfolio approached its creation in an interesting and engaging way?
- Is the portfolio representative of the entire scope of ENGL 1102 (look at the course syllabus for the goals)?
- Is it clear the author has made the effort in making this a successful portfolio?
- Has the writer played with the constraints of this digital genre by embedding videos, including images, using hyperlinks, and making connections for the reader?

Final Portfolio Grade Breakdown:	Elements of the Portfolio	
	<b>Home Page</b> (Has required components and provides a context/purpose)	40 pts
	<b>My Thinking</b> (Final Reflection /Writer's Profile and Additional Elements/Digitizing)	100 pts
	<b>My Writing</b> (3 Selected Pieces and Choice Defense/Reflective Commentary)	30 pts
	<b>My Writing part 2</b> (5 Informal Writing Pieces and Choice Defense/Reflective Commentary)	30 pts
	<b>My Process</b> (Entire Process for 1 Piece with intro and reflective commentary)	50 pts
	<b>My Inquiry</b> (Digital Essay, Research Subpage, and reflection/introduction)	50 pts
	<b>My Blog</b> (Inclusion of all six blog posts)	50 pts
	<b>Portfolio Creativity and Rhetorical Choices</b> (The portfolio is organized, personally representative, and demonstrates careful rhetorical decisions in written & digital composition )	50 pts
	Total Portfolio Points: <b><i>These points will be difficult to earn. You do not earn all points by merely including all elements. You must demonstrate development, analysis, and synthesis in each piece of writing as well as thoughtful concern and care.</i></b>	

## Don't Forget:

- **You are not just “correcting and collecting” for this portfolio. You are reflecting on the act of writing and on you as a writer.**
- Please recognize that the purpose of your portfolio is to be shared with others—you **should always assume an audience**. As that is the case, you should make it clear in the organization of your portfolio how you want your reader to navigate your site. Also, consider what it looks like to a reader—is it confusing? Can you find all the pages? Is it clear where the reader should go next after reading a page? One way to show these connections in your portfolio is to create hyperlinks—links that take you to different pages throughout the portfolio. Your organization should evidence awareness of your writing, learning, and thinking this semester and a willingness and ability to demonstrate that work with your reader.
- Before you write your reflection, look over what you have accomplished this semester. What stands out to you? Use those analytical skills that we have been developing all semester.
- **Use the vocabulary and ideas that we discussed or generated in class.** Go back through Moodle, your journal, your notes, and the book. Try to figure out what we talked about and how we talked about it, become a part of the conversation.
- **Be specific. Avoid being vague. Point to specific things in your writing.** Think of specific rhetorical techniques that you used. Use specific vocabulary from class and the readings. Once you have figured out what we have discussed and accomplished in our class, then use those lessons and those narratives to guide your reflection. What have you learned as a writer, how have you grown, and what can you point to specifically to show me that growth.
- Perhaps after going back through your writing, you saw that you consistently needed work on conclusions, but you rocked on your thesis statements OR you provided great detail, but you tended to go off subject. Whatever themes, ideas, or writing skills that you see throughout your writing can serve as connecting themes or ideas for your overall portfolio, specifically in your reflective writing.
- Remember: **the portfolio is about YOU as a writer and the decisions YOU make.** Take ownership of it. We all make choices every day from what we wear to what we eat. When writing, we make decisions with every word that we include or sentence that we compose. (Why did you pick exclaimed over said? What does the use of semi-colon do that using two shorter sentences doesn't do?) The portfolio should demonstrate that you are making careful decisions as a writer AND that you are reflecting on those decisions.
- **Don't forget to think about the rhetorical situation.** We have discussed the rhetorical situations of writing to the point that you should be able to read the rhetorical situations of your dreams. Consider the audience, tone, purpose, and message not only of your assignments, but of the entire portfolio as well.
  - What tone do you want to set for your readers? What you choose to include and how you reflect on that choice will be reflected in the tone of the piece.
  - What do you see as the main purpose for your portfolio? Are you displaying your work? Working through your thinking? Angling for a grade?
  - What sort of message do you want to convey to your readers? What are the main points of your portfolio? What do you want your readers to come away with?
- The **depth of reflection is the key component** in this project. Think about what we have been talking about all semester and tie it into your pieces in the portfolio. Use the writers that we have studied, guide your pieces with quotes about writing that you found, or find some themes that you want to focus on in your reflection.
- Go back through Moodle and go back through your daybook. What are the different aspects of the class that seem the most important? Be sure to make those key elements and ideas apparent in your portfolio.