Writing Ninja!
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INRW 0311: Integrated Reading and Writing
PORTFOLIO CHECKLIST

Instructor: Kelli Wood

Talk/Text: 505-437-1948

Email: kwood@epcc.edu

Web: www.kelli.ninja

"You don't have to be great to get started,

but you do have to get started to be great."   --Les Brown

Final Portfolio (25% of total grade)

Your portfolio represents the work you have **developed throughout the semester.** Your portfolio is a document that represents your academic or professional progress, so it should look professional and be organized neatly. In addition to getting things in order, label them so that it's clear what each item is. Use this check list on the next page to organize.

Your portfolio should include the following documents.

☐ **Cover Letter.** This letter is similar to the letters we've been writing for our essays in English 1301, except the focus is on your work as a whole over the course of the semester.

- **Paragraph 1**: Greeting and main point—what do you note or realize looking at your work over the course of the semester?
- **Paragraph 2**: What strengths have you built up? What things have you learned, and resources have you identified that you can use when you need to write in the future? Be specific.
- **Paragraph 3**: What things do you need to continue to work on or what things have you learned to watch for as you refine and proofread your writing? Again, be specific.
- **Paragraph 4**: Closing—just wrap it up as you've learned.

Keep in mind, this letter is to me, but not about me. Focus on you. Really take some time to think where you started and how far you've come this semester. Acknowledge the things you've learned and those you're getting better at! Think about the things you have found you need to watch out for in your writing—we all have those.

☐ **Final Versions of your Essay 1-Emblem and Essay 2-Analysis Cover Letters and Essays**. This section should include a copy of the final version of each.

☐ **Final Versions of the three Summary Responses you want me to grade.** Include all versions from the original, to revisions, to writing center copies, in-class feedback, or any feedback I've given you or that you've gotten from anyone else.
- **Make sure you have put the final version on top of all other versions.**

☐ **Final Reflection:** We will write a short in-class essay in which you reflect on your early writing. We will look at samples and you will be able to use notes as you write in class. MLA format.

INRW Portfolio Checklist

→ **PLACE THIS CHECKLIST AT THE <u>BEGINNING</u> OF YOUR PORTFOLIO** ←

Check the things you've included. *In all cases, the most recent (best) version should be on top of all other versions.*

☐ **Cover Letter**

☐ **Final Versions of your Emblem and Essay 2 Analysis Cover Letters and Essays**.

    ☐ Final Emblem Cover Letter

    ☐ Final Emblem Essay

    ☐ Final Essay 2 Cover Letter

    ☐ Final Essay 2 Essay

☐ **Final Versions of three Summary Responses:** Arrange them most recent (final version you want graded)on top to oldest on the bottom).

    ☐ Summary Response: #_____

        ☐ the original, to revisions, to writing center copies, in-class feedback, or any feedback I've given you or that you've gotten from anyone else.

    ☐ Summary Response: #_____

        ☐ the original, to revisions, to writing center copies, in-class feedback, or any feedback I've given you or that you've gotten from anyone else.

    ☐ Summary Response: #_____

        ☐ the original, to revisions, to writing center copies, in-class feedback, or any feedback I've given you or that you've gotten from anyone else.

☐ **Final Reflection:** We will write a short in-class essay in which you reflect on your early writing. We will look at samples and you will be able to use notes as you write in class. Your notes and your final should be included here. MLA format.

    ☐ **Final Essay**

    ☐ **Notes and Drafts**

    ☐ **Original MLA Format Assignment**

INRW Portfolio Grade Sheet

**** PLACE THIS SHEET AT THE <u>END</u> OF YOUR PORTFOLIO ****

Cover Letter (20%)
Content
    ____ Includes content as discussed in Instructions.
Writing
    ____ Below Standards
    ____ Meets Standards
    ____ Exceeds Standards	

1301 Essays and Cover Letters (20%)
Content
    ____ Includes content as discussed in Instructions.
Organization
    ____ Organized as discussed in Instructions.	

Selected Summary/Responses (20%)
Content
    ____ Includes content as discussed in Instructions.
Writing
    ____ Below Standards
    ____ Meets Standards
    ____ Exceeds Standards	

Final Reflection Essay (20%)
Content
    ____ Includes content as discussed in Instructions.
Writing
    ____ Below Standards
    ____ Meets Standards
    ____ Exceeds Standards	

Professionalism and Organization (20%)
    ____ Turned in on time
    ____ Complete
    ____ Organization
    ____ Neatness/professional appearance	

PORTFOLIO GRADE	