

ENGLISH 40099
WRITING PORTFOLIO GUIDELINES

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ENGLISH 40099

WRITING PORTFOLIO GUIDELINES OVERVIEW

**Please read this entire document carefully before proceeding with the Portfolio.*

The Writing Portfolio will include work revised to a professional standard that represents a student's highest effort and achievement in their undergraduate writing. When the writing minor is complete, the student will have produced a portfolio of substantive, polished writing that is consonant with and supports the student's plans for post-college publication, employment, or continuing graduate study. As such, the focus will not necessarily be on the development of new work, but rather a careful selection of works-in-progress that can be edited and revised to a standard of excellence.

Students may situate their work in Creative Writing, Professional Writing, Academic Writing, or a combination.

Enrollment for the Portfolio (English 40099):

English 40099 is a two-credit-hour class. To be eligible to enroll, a student must have a **minimum of Junior standing** (60 hours of earned credit), a **3.00 G.P.A.** in writing courses taken toward completion of the Minor, and approval from the Writing Program or Regional Campus Coordinator. Students normally take their portfolio credits during their senior year, but may enroll earlier.

Contents/Length: Since revision will be an important part of the writing process, a portfolio will contain between 25 and 50 pages of writing, such as any combination of the following:

- Two to three short stories;
- Fifteen to twenty poems;
- Two chapters of a novel;
- Three to four substantive essays;
- One sustained research project;
- Four to five professional or technical projects; or
- One to two acts of a script or screenplay (with or without an accompanying production on a DVD).

The portfolio may be supplemented by multimodal work; however, entire portfolios should not be multimodal, and written page requirements must be fulfilled. Multimodal enhancements are encouraged, however, and should be submitted on a CD or DVD, placed in a holder, and mounted on the inside back cover of the bound portfolio.

Permission: Enrollment in English 40099 requires the attached form (page 13) signed by the following: Portfolio Director, Portfolio Reader, and the Writing Program Coordinator in 206 Satterfield Hall. On the Regional Campuses, students should see the campus English Coordinator for approval; if none is available, the student should contact the Writing Program Coordinator.

PORTFOLIO DIRECTOR

Portfolio Director: The student writes the portfolio under the supervision of a Portfolio Director. Any full- or part-time member of the Kent State University faculty who is willing to work with the student may serve in this capacity. Students are encouraged to seek out specialists in the areas of writing emphasized in their portfolios (creative writing, professional writing, or both). Usually Portfolio Directors are full- or part-time English professors, but Portfolios may be directed by faculty of departments other than English. **However, if the Portfolio Director is not a member of the Department of English faculty, then the Portfolio Reader must be.** (Note: Part-time faculty members may not be available for subsequent semesters if the student takes an Incomplete [I] grade in English 40099.)

Signatures/Permission: Before a student may enroll in English 40099, they are responsible for contacting the faculty members to confirm their willingness to serve as the Director and Reader. The student should acquire faculty signatures on the “Requirements and Permission” form included at the end of this document. It is recommended that the student meet the Director and Reader together, if possible, for this initial signing. After obtaining these two signatures, the student must acquire the signature of the Writing Program Coordinator in 206 Satterfield Hall. Regional Campus students should consult the English Coordinator on their campus for permission.

Regular consultations with the Director: The student is responsible for arranging periodic meetings with the Portfolio Director, approximately every two weeks. The student should expect to work closely with the Director at every stage of the project:

1. selecting individual pieces
2. designing and shaping the work as a whole
3. revising the text
4. editing and proofing the final copy

After completing this process, the student will be ready to submit a copy to the Reader.

Written comments: After the Reader reviews the Portfolio and submits written comments to both the student and the Director, the Director will make recommendations about the final draft. **Copies of both the Director’s and the Reader’s comments should be sent to the Writing Program Coordinator (or Regional Campus Coordinator) as well.** It is customary for the Director, Reader, and student to meet to discuss the final version of the Portfolio, at which time the Director and Reader will sign two bound copies prepared by the student.

Grade: Bound copies must be signed by the Director, Reader, and Writing Program Coordinator (or Regional Campus Coordinator) no later than the Friday before finals week and delivered to the Writing Program Office (206 Satterfield) or Regional Campus Coordinator. Portfolios submitted after this date will receive an “Incomplete” grade (I). The Portfolio Director is responsible for submitting the final grade.

In the event that the Portfolio is not approved by either the Reader or the Portfolio Director, the student will receive a grade of “Incomplete” (I) for English 40099. The student may continue to revise the Portfolio for a future letter grade as long as they are enrolled in the undergraduate program at Kent State University and retains permission of the Portfolio Director and Portfolio Reader.

PORTFOLIO READER

Portfolio Reader: The Portfolio Reader is chosen by the student and may be any full- or part-time member of the Kent State University faculty. **If the Portfolio Director is not a member of the Department of English faculty, then the Portfolio Reader must be.** While the Portfolio Director assigns the final grade, the Portfolio must have the approval of both the Portfolio Director and the Portfolio Reader in order for the student to earn a letter grade for English 40099.

After the student has written a draft that has the approval of the Portfolio Director, the student must **submit the draft to the Reader no later than the tenth week of the semester** (early November in the Fall or mid-March in Spring). This will allow ample time for the Reader to review the manuscript and make considered suggestions, as well as time for the student to act on some of those suggestions. Keep in mind, the function of the Reader is to comment upon and assess the quality of the portfolio, not to serve as a copy editor. **Suggestions and comments by the Reader must be tendered in written form and must be submitted to the Writing Program Office (206 Satterfield) or Regional Campus Coordinator along with the final Portfolio.**

After reading the Portfolio, the Reader may take one of these three actions:

1. Approve the portfolio as submitted; when the Reader approves a Portfolio, they will prepare written comments about the Portfolio, highlighting its strengths, typically one page. **These comments are directed to the student, signed by the Reader, and sent to the student with a copy to the Portfolio Director and Writing Program Coordinator or Regional Campus English Coordinator.**
2. Approve the portfolio, provided that minor revisions be made and not require that the portfolio be resubmitted to the Reader; if the Reader approves the Portfolio with the provision that minor revisions be made, they so indicate and return the Portfolio, **with written comments**, to the student, who is then responsible for making the required revisions under the supervision of the Portfolio Director.
3. Require revision and resubmission; if the Reader asks that the Portfolio be revised and resubmitted, they will indicate the necessary revisions in the Portfolio margins or on separate sheets of paper. The student should revise the manuscript as expeditiously as possible and resubmit it to the Reader, bearing in mind that the deadline for submitting a final bound Portfolio is the Friday before finals week of the semester in which the student wishes to receive a grade for English 40099. When the Reader approves the portfolio, they will prepare written comments (typically one to two typed pages) directed to the student **with a copy to the Portfolio Director and Writing Program Coordinator or Regional Campus English Coordinator.**

The Reader is advised to provide this feedback no later than two weeks after receiving the portfolio for the first time, giving the student time to revise, if necessary.

Written comments: After the Reader reviews the Portfolio and submits written comments to both the student and the Director, the Director will make recommendations about the final draft. **Copies of both the Director's and the Reader's comments should be sent to the Writing Program Coordinator (or Regional Campus Coordinator) as well.** It is customary for the Director, Reader and student to meet to discuss the final version of the Portfolio, at which time the Director and Reader will sign two bound copies prepared by the student.

STUDENT GUIDELINES

Please use the following as a guide and timeline for completing the Portfolio.

Please note: You are responsible for giving both the Director and the Reader a copy—printed or digital—of this Writing Portfolio document upon obtaining their signatures.

IN THE SEMESTER(S) BEFORE YOU ENROLL FOR THE PORTFOLIO CREDITS:

1. Be sure you have a 3.00 G.P.A. in the writing courses required for the Minor and a 2.00 G.P.A. in your courses overall.
2. Select a Portfolio Director and confirm that the faculty member is willing and able to serve as director for the semester in question. Once the faculty member has agreed, acquire their signature on the “Requirements and Permission” form included at the end of this document. (See guidelines earlier in this document.) ***The student is responsible for giving the Director a copy of the Writing Portfolio Guidelines upon obtaining their signature.***
3. Select a Portfolio Reader and confirm that the faculty member is willing and able to serve as reader for the semester in question. Once the faculty member has agreed, acquire their signature on the “Requirements and Permission” form included at the end of this document. (See guidelines earlier in this document.) ***The student is responsible for giving the Reader a copy of the Writing Portfolio Guidelines upon obtaining their signature.***
4. Meet with the Writing Program Coordinator in 206 Satterfield or your Regional Campus Coordinator ***before you register for the Writing Portfolio.*** As with any other course, you will register for the portfolio (ENG 40099) before or no later than two weeks into the semester. However, this course requires special permission. Before attempting to register for 40099, you must take your “Requirements and Permission” form, **signed** by both your Director and Reader, to the Writing Coordinator for a signature and registration information. (See last page of this document for this form.)

DURING THE SEMESTER ENROLLED IN THE WRITING PORTFOLIO

5. Meet regularly with your Portfolio Director to define, shape, and revise your Portfolio.
6. Prepare a clean, typed copy of the Portfolio to give to the Reader **on or before the tenth week of the semester** in which you expect to receive credit for English 40099 (early November in the Fall or mid-March in Spring).
7. Under the supervision of your Director, make any revisions the Reader requires.
8. If necessary, resubmit your Portfolio to the Reader.
9. If you want a signed copy for yourself, please bring in two bound copies.

10. Set up a meeting with your Director and Reader to discuss your final portfolio.
11. Have your bound copies signed by the Director and Reader at this meeting, and collect the Reader's formal written comments to include with the portfolio submission.
12. Have at least two bound copies signed by the Writing Program Coordinator (206 Satterfield) or Regional Campus English Coordinator.
13. Submit one copy, which includes a loose sheet of paper listing your *permanent* address and phone number, to the Writing Program Coordinator or Regional Campus English Coordinator. Keep the second bound copy for yourself.
14. Your Portfolio Director will submit a letter grade for you.
15. Your Portfolio will be entered in the Zurava Award for the best Portfolio of the academic year in which it was produced. Winners are awarded at the English Department Banquet each Spring.

STYLE GUIDELINES for ENGLISH 40099

COPIES: Final copies of the Portfolio should be typed and printed.

PAPER: Paper must be 8 ½ by 11 inches in size and of good, readable quality.

MARGINS: Left-hand margins must be 1 ½ inches to allow for binding. The top, right-hand, and bottom margins should be at least 1 inch.

SPACING: Most manuscripts should be double-spaced throughout. Poetry manuscripts may be single spaced at the discretion of the Portfolio Director and Portfolio Reader.

FONT: Font size and style should be easily read.

INTRODUCTION: Portfolios are expected to **begin with a brief introduction to the work**, explaining to readers such things as the overall theme of the Portfolio, why the writer chose the pieces in the Portfolio, and anything else relevant to understanding what makes the Portfolio a whole, that is, a complete piece of work. Assume your reader is a future employer, graduate program recruiter, or other professional interested in your work. (Students who wish to gain additional guidance on length and contents should examine the recently approved Portfolios on file in the Writing Program, Satterfield Hall 206.)

ASSEMBLING THE PORTFOLIO: The Portfolio should be assembled in the following order:

1. Cover (See sample included in this document.)
2. Title page (See sample included in this document.)
3. Signature (approval) page (See sample included in this document.)
4. Table of contents
5. Introduction
6. Text
7. Any appendices

PERMANENT ADDRESS AND PHONE NUMBER; A loose page containing the student's permanent contact information (address and phone number) should be inserted in the copy for the Department.

PAGINATION: Do not number the Signature page, Title page, or Table of Contents page. The text of the Portfolio should be continuously paginated.

BINDING: Each copy of the Portfolio should be neatly bound with a spiral, wire or sturdy plastic, binding. **(Please note: 3-ring notebooks are not acceptable as a form of final binding for the Department copy.)** The outside of the Portfolio should be labeled with the same title that appears on the Title page and with the Author's name.

STUDENT NUMBER: The student's Banner ID number should appear on the Title page and Signature page. This number is not the student's Social Security number.

FINAL DRAFT, BINDING, MEETING, AND SUBMISSION

Because the Reader may require corrections, the Portfolio draft submitted to the Reader should be a clean, legible copy, but not a final, bound copy.

Binding: After the student receives the approval of both the Portfolio Director and the Portfolio Reader, they should prepare at least **two bound** final copies. If the Portfolio Director and/or the Portfolio Reader would like copies, these would be in addition to the two required copies. The two required copies must have **wire or plastic, spiral bindings**. (See “Style Guidelines” for further information on binding.)

Meeting: After the Portfolio has been professionally bound, the student is required to meet with their Portfolio Director and Portfolio Reader for about 30 minutes to discuss the completed project. This meeting will give the student an opportunity to discuss various aspects of the portfolio, such as writing methods and themes used, as well problems solved. This meeting must be scheduled in advance. The student is responsible for contacting their Portfolio Director and Portfolio Reader as well as any other guests they desire. This meeting should be held shortly before the final Portfolio is due, and both the Director and Reader should sign all the bound copies at this time. Formal written comments from the Reader should also be collected for submission to the Writing Program Office (206 SFH) or Regional Campus Coordinator.

Submission deadline: Friday of the fourteenth week of the semester in which the student plans to receive a grade for English 40099. **Portfolios received after the Friday before finals week will receive an “Incomplete” grade (I) and will not be given a letter grade until the following semester.**

Signatures: The student must obtain three signatures on both the required bound copies of the Portfolio: the Portfolio Reader, the Portfolio Director, and the Writing Program Coordinator or Regional Campus English Coordinator. **Please note:**

1. The Coordinator will not sign the final Portfolio until it has been signed by both the Reader and Director.
2. The Coordinator will not sign the portfolio unless written comments by the Reader are included with the Portfolio.
3. The Portfolio Director cannot submit the final grade without all three signatures.

One signed copy will be retained by the Department of English and submitted for the annual Zurava Award. The other signed copy of the Portfolio will be retained by the student.

(Sample Cover Page)

Title of Portfolio

By

Jane Doe
Banner ID Number of Writer

(Sample Title Page)

A Portfolio submitted to the
Department of English
Kent State University

By
Jane M. Doe
Banner ID Number
May 20__
(Month and year)

(Sample Signature Page)

English 40099
Portfolio by
Jane M. Doe
Banner ID Number

Approved by:

_____, Portfolio Director

_____, Portfolio Reader

_____, Coordinator

Date: _____

Writing Portfolio (English 40099)

DEPARTMENT REQUIREMENTS AND PERMISSION FORM

Please review the following requirements before you enroll in English 40099.

- A. Student must have Junior standing (60 credit hours) and a 3.00 G.P.A. in writing courses taken towards the completion of the Writing Minor.
- B. Student must obtain the written agreement of a faculty member to serve as a Portfolio Director. (See signature line below.)
- C. Student must obtain the written agreement of a faculty member to serve as a Portfolio Reader. (See signature line below.)
- D. Finished Portfolios must be approved and signed by the Director, Reader, and Writing Program Coordinator or Regional Campus English Coordinator in order for a grade to be assigned. Students who do not complete the Portfolio in a semester will receive a grade of I (Incomplete) until the Portfolio is finished and approved.

Writing Portfolio (English 40099)

Semester, 20__

Student Name: _____ Banner ID Number: _____

Local Address: _____ Phone Number: _____

_____ E-mail: _____

I request permission to enroll in English 40099, CRN # _____. My G.P.A. is _____ (overall) and _____ (in writing courses). I have completed _____ hours of coursework.

My Portfolio will be directed by (print name of faculty member): _____

My Portfolio will be read by (print name of faculty member): _____

My proposed Portfolio will consist of (give a brief description): _____

Student Signature: _____

Portfolio Director Signature: _____

Portfolio Reader Signature: _____

Coordinator Signature: _____