Portfolio

# Description

This is the culmination of all of your work in the class. What you need to do in your portfolio is dependent upon your work throughout the course. I will provide instructions for revision to EVERYONE for EVERY project. No document is perfect! This means that when you turn in your project packets, you will still go back to them once more for the portfolio. How much I instruct you to revise will depend on the work you turn in. Some students have minimal changes while others may have extensive work to complete. However, if you do not complete revisions for the portfolio as I instruct, you will not earn points going toward that grade. For example, if you turn in an A+ packet but make no changes to it for the portfolio, you will earn no points on it for the portfolio. Similarly, if you turn in a D- packet and make all of the revisions I instruct, then you will receive all or most of the points for it on your portfolio grade.

Structure expectations are explained in the Portfolio Outline sections below. You will need to include a webpage for each packet (Instructions and Usability Script, White Paper, and Workplace Correspondence). Each page or section should include: your final draft without tracked changes accepted, your final draft with track changes accepted, and a completed Document Develop Exposition (DDE). Finally, your Portfolio should also include a short Reflection Essay.

## Reflection Essay

Answer each of the three prompts below in 500 – 1000 words.

**Writing Development**  
Can you see an improvement in your own writing throughout this semester? If so, describe that improvement and how it developed. If not, describe how areas of improvement could be better addressed in this course.

**Course Goals**  
At the beginning of the semester we discussed each individual’s goals for this course. What was your goal for this course? Did you meet your goal for this course? If so, how did that happen? If not, how do you think the course could be revised to better help other students meet that goal?

**Assignments**  
Which assignment are you most proud of and why? If you could add any assignment to this course, what would it be? If you could edit any assignment in this course, what would it be?

**Length:** 500 to 1000 words

## Document Development Exposition

Complete the Document Development Exposition (DDE) form that I provide for you on Canvas. It will ask you to reflect on your project from planning to final portfolio edits. Make sure to explain your development in depth. This allows me to see that you can articulate what you have learned through revision.

## Track Changes Version and Final Version of Documents

To earn credit for your changes, you MUST COMPLETE YOUR CHANGES WITH TRACK CHANGES ON IN WORD. The Track Changes function in Word shows every change you make in red. The version of your draft with all the changes you will make will be called the “Track Changes Version.” After you accept those changes in Word, the changes will be unmarked. That will be your final version. These two versions allow me to see side by side a) your final product and b) the work you did to produce it.

# Grading Rubric

|  |  |  |
| --- | --- | --- |
| Criteria | Points | Notes |
| Layout and Design | 10 | Create a binder or website that is clear, legible, professional, and adheres to the formatting guideline explained in this document. |
| Reflection Essay | 10 | Answer the prompts in 1-2 single-spaced pages. |
| Instructions and Usability Script | 25 | **Document Development Exposition (DDE)**: Complete each DDE by answering the document’s prompt. In detail.  **Final draft with track changes accepted:** Provide a clean, completely finished draft.  **Final draft without track changes accepted:** Show that you made the proposed edits and corrections by editing your second draft with track changes on.  **Remember:** Edits made without Track Changes on will NOT be counted. |
| White Paper | 30 |
| Workplace Correspondence | 25 |

# Resource Material

* Highlights and comments that I leave on your documents in Canvas

# Portfolio Formatting (Online)

**All documents should display in their sections page so that i don’t need to download them.**

1. Landing page
   1. Reflection essay
2. Menu
   1. White Paper page
      1. Document Development Exposition
      2. Final draft **without** track changes accepted
      3. Final draft **with** tracked changes accepted
   2. Instructions Usability Report page
      1. Document Development Exposition
      2. Final draft **without** track changes accepted
      3. Final draft **with** tracked changes accepted
   3. Workplace Correspondence page
      1. Document Development Exposition
      2. Final draft **without** track changes accepted
      3. Final draft **with** tracked changes accepted