

ASSIGNMENT #7: Final Portfolio with Reflection Letter

POINTS: 100

DUE: midnight Friday, Week #14

- **TOTAL DOCUMENTS: 13**
 - **5 revised documents** (Reflection Letter, Cover Letter, Resume and two more)
 - **5 drafts** (the rough drafts of all revised documents above)
 - **1 discussion post draft and 1 revision of this discussion post**
 - **1 Writing Center note** (the email receipt of your session)
- **FORMATTING:** All documents must be formatted according to the assignment sheet in which they were assigned. My strong preference is for all documents to be cut and paste into one file, saved as a PDF and then uploaded to D2L Assignments. *If this proves challenging in so far as retaining accurate formatting, files can be uploaded individually.*
- **ORDER OF DOCUMENTS:** The **Reflection Letter** will be the first document you upload; you may choose how to order the remaining documents to best showcase your skills. Mention the rationale for sequence in your Reflection Letter.
- **WRITING CENTER REQUIREMENT:** Take at least one of your documents to the Writing Center for feedback. Retain proof (via session notes or receipt email) and include it as the final page of your portfolio.

ASSIGNMENT DETAILS:

Purpose

The portfolio serves a number of purposes for both you and me. For you, it provides an opportunity to return to the writing you've done during the term and refine it based on skills developed since the previous drafts were turned in. It also provides the opportunity to reflect on writing and revising, on progress and context. For me, the portfolio provides a way to evaluate your performance in the class as a whole, after you've had multiple opportunities to revise and practice. It should demonstrate to both of us how your writing has developed and how well you have met the main learning outcomes of the course.

Evaluation

The portfolio will be graded holistically, meaning your grade will be based on the quality of the collection as a whole package, not as a sum of differently weighted parts. Because it constitutes 45% of your grade in the course, you'll want to be sure that the final portfolio you submit at the end of the term showcases your best work.

Contents of Final Portfolio

- **Reflective Letter** draft and revision.
- **Resume and cover letter** (Job Application = 2 documents) drafts and revisions
- **A minimum of two additional documents written for this class**, one of which can be from a group assignment. Include the draft and revision of each.

- **One discussion board post**, as initially posted and then revised to demonstrate course learning outcomes and awesome technical/rhetorical writing skills.
- **Receipt from MSU Writing Center.** You can meet with a tutor in person or online.

NOTE ON SEQUENCE: Order your documents in a meaningful way, whether that's chronologically or from strongest to weakest to demonstrate improvement. It's up to you—just please be intentional and purposeful.

THE REFLECTION LETTER (2 pages) should introduce the revised documents in the order that they appear in your portfolio; all should be considered within the context of the **course's learning outcomes**. Additionally, successful letters will address the following:

- What do the materials collected in the portfolio demonstrate about your ability to analyze audience needs?
- How do they demonstrate your understanding of memo conventions, proposal format or document design, for example?
- What should I see about you as a technical writer as I review the work you've done in this course?

In other words, the reflective letter should provide a thoughtful account of the writing you've done in the class, using specific examples from the documents showcased in the portfolio to support your assessment and demonstrate what you have learned. You should also state the rationale for how you ordered your work.

The letter should be written in workplace format according to chapter 10 in Guark and Lannon and addressed to your instructor, who will evaluate the contents of the portfolio.