

ENGLISH 1101/1102 MULTIMODAL REFLECTIVE PORTFOLIO 2018-2019

ASSIGNMENT SUMMARY

For the culminating assignment in English 1101 and 1102, you will finalize and submit a multimodal reflective portfolio in lieu of a final exam. For your portfolio, you must select evidence from your body of work produced in the course, provide a context for this evidence, and describe the ways in which the evidence supports your argument that you have met specific course outcomes.

This instructional guide for the required multimodal reflective portfolio provides information about

1. your portfolio's rhetorical situation (including audience, purpose, and context),
2. the contents of the portfolio, and
3. the processes of creating and submitting a portfolio through Georgia Tech's online portfolio application, Mahara.

RHETORICAL SITUATION OF THE ENGL 1101/1102 PORTFOLIO

PURPOSE

The purpose of the multimodal reflective portfolio is to demonstrate and reflect about how well you have met the outcomes established for English 1101 and 1102 at Georgia Tech. English 1101 and 1102 both emphasize the composition of research-based multimodal arguments through a rigorous, rhetorically sensitive, and reflective process designed to teach the habits of effective communication. Each section of 1101 and 1102 also has additional, theme-specific course outcomes that are included in your course syllabus.

AUDIENCE

Your audience for this portfolio is not just your instructor. While your instructor does read your portfolio, other instructors from the Writing and Communication Program at Georgia Tech also read and evaluate your complete portfolio for programmatic assessment purposes. For this reason, you should assume your audience did not participate in your specific English class but is familiar with Georgia Tech's Writing and Communication Program.

Hint: You may want to think of your portfolio as persuading someone who doesn't know you that you have met the stated outcomes of the course. Return to your syllabus regularly throughout the semester to think about your work in terms of the outcomes your instructor has indicated you need to meet for success.

REFLECTION

When you explain why you made a change in revising a draft, you are more likely to remember that reason the next time you are faced with a similar composing task. Thus, a reflective portfolio serves multiple purposes for your learning. Most important, it requires you to reflect about your learning over the course of the semester. Many research studies indicate that this reflection work improves your ability to transfer your strategic knowledge about effective communication practices to other situations. Careful reflection on your work gives you a chance to continue building your skills. Being able to document your choices and reflecting on why you made them is important practice for workplace self-assessments often necessary for review/promotion processes.

In a portfolio, the quality of evidence (what you did) is as important as the reflection (why you did it). Reflection always begins with evidence, but it never ends there. You should identify not only what you did, but why you did it in relationship to the outcomes of the course. For example, if you want to discuss the ways you revised the organization of a paper or poster, you need to explain why you changed the organization: Why is the new organization more effective? How does it respond to the audience or reflect the purpose of your artifact? By answering these questions, you not only demonstrate your engagement in the writing process but also demonstrate that you have developed a clearer understanding about the ways in which the sequence of your points might persuade your audience.

CONTENTS OF THE PORTFOLIO

In order to demonstrate that you have met the goals of the course, you will compile a portfolio of your best work using the Mahara online portfolio platform. The purpose of your portfolio is to demonstrate the ways your habits of effective communication have developed and expanded over the course of the semester.

Your Mahara portfolio is a collection of individual pages you create. You create these pages (one for the reflective essay and one for each artifact) and then make a collection of the pages. Your audience will be very interested in both the quality of the selected artifacts and the quality of your reflections as they consider your portfolio.

Your portfolio must include the following pages in Mahara:

1. **Reflective Introduction to the Portfolio:** A page for a **1200-1800 word essay** that introduces your portfolio and strategically employs multimodal elements such as images, videos, audio files, and/or links to accompany your text and demonstrate to your audience how your communication habits have evolved.

Reflection Questions

- a. What were the main intellectual goals of the assignment? Please situate these goals in terms of the course theme and in terms of the communication strategies you were to learn or practice.
- b. What is your argument or purpose? How did you make the argument or purpose visible and persuasive in your artifact?
- c. Who is the intended audience for your artifact; why is this an appropriate audience? How is your choice of audience reflected in your artifact?
- d. What are the defining features of the genre or media that you are using in this project? How do you make use of these features?
- e. If you had more time for revision, what would you change and why?

2. **Artifact 0:** A page for your **multimodal diagnostic video**, which you produced during the first week of class, along with a **short reflection** answering the directed reflection questions about the artifact (see page 5 for Reflection Questions).
3. **Artifacts 1-3:** A page for each of **three additional artifacts** that together best reflect your work and development in the course, along with **short reflections (150-200 words)** answering the directed reflection questions for each artifact.

COMPOSING THE REFLECTIVE INTRODUCTION TO THE PORTFOLIO

Write a reflective essay of 1200-1800 words that makes an argument about your work this semester, focusing on the artifacts you chose for your portfolio. The essay not only introduces the portfolio; it also introduces the three artifacts that serve as evidence for your argument for your growth as a thoughtful communicator.

Hint: You may want to think of this essay as a way to help your readers understand and make sense of the work you did this semester and allow them to understand the ways you developed as a communicator.

This reflective essay should do the following intellectual work:

- Analyze evidence from your portfolio in order to make a **specific and focused argument** about your own intellectual growth as a communicator in this course.

ARTIFACT 1-3 REQUIREMENTS

- a. At least one artifact must emphasize **standard written English**. Example artifacts include essays, reports, proposals, or blog posts.
- b. At least one artifact must have been completed as an **individual effort**.
- c. At least one artifact must emphasize **oral and nonverbal communication**.

Example artifacts include speeches, presentations, podcasts, and performances.

Note: if you do not have a recorded oral/non-verbal artifact (for example, you did a class presentation or performance that was not recorded), you should submit a detailed description of the oral and non-verbal components of your presentation/performance along with a script, handout, and/or PowerPoint/Prezi that accompanied the presentation.

- d. At least one artifact must reflect **intentional visual design**.

Example artifacts include pamphlets, posters, presentation aids, videos, visual art, websites, or reports/essays with intentional design.

- e. At least one artifact must reflect **electronic communication**.

Example artifacts include websites, wiki pages, blogs, Twitter feeds, video, or audio.

- f. At least one artifact must reflect a **substantial revision process**.

The revision process must be exemplified through process documents, the most common of which are multiple drafts. Other options include brainstorming notes, outlines, proposals, drafts with peer review letters, draft cover letters, video reflections, etc.

- Articulate the intellectual and communicative priorities of the course as you understand them (see the list of course outcomes on the syllabus and also consider your instructor's goals concerning the content of your course).
- Reflect upon your strengths and weaknesses in relation to the stated course outcomes.
- Describe the methods and modes that were the focus of your communicative work in the course.
- Articulate areas and strategies you would like to focus on for continued improvement.

You should not simply write a paragraph about each topic in this order. Rather, just as you would with any assignment in this course, you should determine what would be the most effective approach given your audience, purpose, argument, and context. In other words, this essay should prove what you have learned not only by analyzing what you have learned in each artifact but also by enacting that knowledge in this essay. (For example, if you say you have learned to better organize your arguments to persuade your audience, your reflective essay should be a well-organized argument that persuades your readers of your competence.) Your reflective essay should be multimodal, including images, screen shots, embedded video, sound, and/or other media that supports your case.

However, your reflective essay need not cover everything you learned in the course. Instead, it should reflect the most important learning – concepts, strategies, skills, practices, approaches – that you acquired, in relation both to the course outcomes and to your own priorities as a student.

Figure 1 presents an example of an ENGL 1101 reflective essay – including written text, section headers, and an embedded Prezi presentation.

FIGURE 1: SCREENSHOT OF A SELF-REVIEW ESSAY WITH BUILT-IN PREZI. SOURCE: KELSEY MEYERS.

Self-Review Essay
Artifact 1
Artifact 2
Artifact 3

Introduction

"Knights, Paladins, and Codes of Conduct: Chivalry from King Arthur to Captain America" was the topic of my English 1102 class this semester, but one thing I came to realize towards the end of the course was that it was not about the topic of the class or the readings, it was about our improvement as a writer. English 1102 was about growing as a communicator through creating multimodal artifacts integrating our writing with images, videos, sound clips and website design to support an argument. All of our assignments have been centered on the collaboration and interaction of different modes of literature and technology. Throughout the course of this class I have grown as a writer and communicator, and my growth is displayed in the artifacts of this portfolio. The following artifacts most closely exhibit oral and non-verbal communication, intentional visual design, electronic communication and substantial revision process, WOVEN. When I first started the course, my goal was to be able to craft an effective argument using research, organization and images, and I believe I have met most of my goals. While there are still areas to improve, the areas where I believe I have improved the most are utilizing an effective writing process, integrating media into my writing, and essay organization. These improvements can be seen specifically in different aspects of artifact one, two and three.

The Writing Process

Each artifact went through a substantial writing process, including this final portfolio. The artifacts would first begin with the formation of an idea, then brainstorming to see whether there could be an entire essay written about a topic I had in mind. Then, preliminary research to determine if there was reliable support for the argument. Preliminary research turned into more thorough research. The final research done would be used in the actual paper. From there, I would write a rough draft. Once my rough draft was completed, the draft would undergo peer review from several peers in my class to point out any inadequacies in my work that I had overlooked. Then, I proceed to the final draft. With a final draft includes a reflection of the process I took to get to my final product and how I might change it if I had more time or resources. The reflection is arguably the most important part of my writing process because I used it to adjust my methods and my process to improve for the following assignment. In artifact one, I was new to this specific writing process I was introduced to by English 1102. Before this class, I had normally skipped the brainstorming and preliminary research. Furthermore, the peer review in this class was much more extensive than I had encountered in previous classes, which I found more helpful. I used the peer review a lot while reviewing my rough draft to make the final product because my peers were also part of the audience for most of the artifacts, therefore their opinion is especially important. The writing process in artifact one was more of a learning experience that I developed to use more effectively in following artifacts. For that reason, I used artifact two to demonstrate an extensive writing and editing process in this portfolio.

External media




FIGURE 2. SAMPLE SCREEN SHOT OF AN ARTIFACT PAGE COMPOSED BY A GEORGIA TECH STUDENT. SOURCE: HA YOUNG KIM.

Introduction

For this portion of Artifact 2, I think that seeing the examples of previous students' projects really helped me in visualizing what I needed to do in my poster. I then struggled immensely with trying to learn how to use InDesign, but luckily, class time was devoted to practice, so I got a general idea of how to work with the program. My main ideas came from initially analyzing the textbook for the blog post. As I marked up portions of the textbook, I realized smaller details and possible reasons for the designs that I had missed when just simply looking at the textbook. Also, I really did use Post-it notes to write down my thoughts during the process, which eventually helped me choose a design for my poster. After gaining my argument and ideas from this specific blog post, I created my logical outline and rough draft of my artist statement, which was used to fill in the information for the rough draft of my poster. Because I had a general outline and gathered information from the artist statement, filling in the poster's information as not too difficult. The real struggle again came with navigating through InDesign. The most helpful part of this project was the peer review letters and Dr. Taylor's office hours. I got a lot of great feedback, which I listened to and used to rearrange my poster based on the suggestions presented to me. For example, I was advised to make the textbook the center of my poster because all of my information revolved around the textbook. I was also advised about the arrangement of my Post-it notes to arrange it based on the way that people generally read (left to right; top to bottom) instead of the "S" shaped arrangement that I had set up. The composition process was again very useful and much needed in creating my poster.

Goals:

- After reading various texts about the design of books, we aimed to analyze one of their physical textbooks in terms of the design choices made by the book designer.
- With new knowledge of various typographic elements (the positive and negative uses), the students aimed to apply these skills in creating their own poster.

Argument/Purpose:

- The purpose of my project was explain why my health book designer chose to make his or her design so "busy." My argument ended up being that my health book purposely had a busy design in order to aid in the concentration and retention of information in the readers.
- I made my argument visible throughout the whole project by explicitly stating it in both my introduction and conclusion sections of my poster.

Audience:

- My intended audience really could have been anyone, but I felt that most of my audience would be students taking (or planning to take) the health course because these students would technically be the only students or people looking for a health textbook specific to the course. However, again, my audience could also have been anyone looking for a beneficial and effective health textbook.
- In addition to people just interested in a health book, my audience could also generally include visual learners, who need the design techniques, like images, rather than just text, to learn.
- The fact that the main topic of my artifact is a health book also reflected my intended audience.

Genre/Media:

- InDesign was the program used to create my poster.
- The genre and media used in my project embraced the use of mainly images and text, alongside different design techniques, to create a poster.
- The poster directly displayed the logical layout of my thoughts as it also, in a way, summarized my artist statement.

Revision:

- If I had the chance, I would definitely shrink the size of my printed poster. Although it's a reasonable size for a bulletin board, I thought it would have been a slightly better to have it smaller, so viewers could have less difficulty in opening, closing, and viewing the poster.
- I had this problem with the first Abstract, too, but I would really like to find better pictures or at least include descriptions with the pictures to connect the pictures to the information. In other words, I would take more time to find more relevant pictures to include alongside my information.

My Final Poster for Abstract 2

The Process of My Poster

1. Class Discussion and Readings
2. Blog Posts/Feedback from Peers
3. Logical Outline for Artist Statement
4. Comments on Outline from Dr. Taylor
5. Visual Outline of Poster
6. Rough Draft of Artist Statement

Composing Your Artifact Reflections

For artifacts 0, 1, 2, and 3, write a **one-paragraph introduction (150-200 words)** to the artifact that articulates your intellectual process in composing this artifact. Put another way, explain where your ideas came from and the ways they evolved during the course of the project. You should also discuss ways the composing processes (examples: prewriting, outlining, drafting, peer reviewing, revising, editing) affected your intellectual process, and vice versa.

Hint: We recommend you review the assignment sheet that you received for the artifact assignment before composing your answers.

After the introductory paragraph, compose two or three bullet points answering each of the following reflection questions. Each point should consist of one to three complete sentences that directly **address each Reflection Question**.

Reflection Questions

- a. *What were the main intellectual goals of the assignment? Please situate these goals in terms of the course theme and in terms of the communication strategies you were to learn or practice.*
- b. *What is your argument or purpose? How did you make the argument or purpose visible and persuasive in your artifact?*
- c. *Who is the intended audience for your artifact; why is this an appropriate audience? How is your choice of audience reflected in your artifact?*
- d. *What are the defining features of the genre or media that you are using in this project? How do you make use of these features?*
- e. *If you had more time for revision, what would you change and why?*

Figure 2 shows a completed artifact page, including the artifact itself, a one-paragraph introduction, and answers to the reflective questions.

USING MAHARA TO CREATE YOUR PORTFOLIO

Mahara portfolios are collections of individual pages. You create individual pages (one for the self-review essay and one for each artifact) and then make a collection out of the pages – the multimodal reflection portfolio is that collection.

Every Georgia Tech student has access to Mahara at <http://mahara.gatech.edu>.

CREATING PAGES

To create your portfolio in Mahara, you first need to create an individual page for each artifact.

1. Under the main menu tab on the upper right of the page, click the “Portfolio” dropdown, then click “Pages and Collections.”
2. On the “Pages and Collections” page, click the “Add” button, then choose “Page.”
3. Give the page a title and choose a display name. (We recommend either your last name or student ID, but any of the options is fine).
4. Click the “Layout” tab. Note that Mahara provides a selection of “Basic Layouts” and a link to “Advanced Layouts” on the edit layouts page. Under advanced layouts, you can create and modify your own layouts by deciding how many columns will be in a row and what percentage of the screen width each column will take. Mahara will limit each page to six rows and five columns per row. Click “Save” once you’ve chosen a layout.
5. On the edit page, note the list of types of content that can be included on the page. Drag and drop the different options where you want them on the page. Mahara differentiates between hosted media that can be uploaded directly to Mahara and external media that are linked to from within Mahara (such as Prezis, YouTube Videos, Google Docs, etc.). Note that the former options are listed under “Media” while the later is listed under “External.”
6. Click “Return to pages and collections” when you have placed all the content you want on that page. Repeat until you’ve created all your pages.

CREATING A COLLECTION

1. Once all pages are complete, create a collection by returning to the “Pages and Collections page” and clicking “Add” and then “Collection.”
2. Give your collection a title that includes your student ID number (the 9-digit number found on your BuzzCard) and the course number. Example: “987654321 English 1102 Reflection Portfolio.” Make sure the “Page navigation bar” option is checked (this is done automatically), and then select “Edit collection pages”
3. Add pages to your collection by dragging-and-dropping the pages that should be included. Place the self-review essay page first. When you’ve added and organized the rest of your pages, click “Done.”

SUBMITTING THE PORTFOLIO

Portfolios should be submitted on Canvas as a link.

To create the link in Mahara, under the Portfolio tab, choose “Shared by Me.”

1. Next to the collection, click “Secret URL” globe image.
2. Click “New secret URL.” Mahara should then produce the URL.
3. Copy and paste the URL into the appropriate submission area in Canvas.

TROUBLESHOOTING

- In general, Mahara works best with Firefox or Chrome browsers.
- Prezis, PowerPoints, and PDFs may not load properly on a page the first time. Simply refreshing the page usually solves the problem. If you continue to encounter problems, try switching browsers.
- Mahara is an open-source application with a community of users that work together to provide support and fix problems. For general troubleshooting, you can access the Mahara user manual (<https://mahara.org/documentation>) and the Mahara community forums, particularly the support forum (<https://mahara.org/interaction/forum/index.php?group=1>).
- If you come across an issue with Mahara functionality, please contact your instructor as soon as possible, letting them know as many details about the issue as possible. They will work together with you, with WCP staff, and with technical support staff to get the issue corrected as quickly as possible.

QUICK MAHARA TIPS

- Compose your text in a word processor for easy editing before placing it in Mahara. Be sure to regularly save your work!
- Carefully title each artifact. Titling each artifact helps give focus and shows how you are thinking about the artifact’s purpose in the portfolio.
- Carefully structure the layout and format of your page so your artifact is easy to find and to differentiate from supporting process documents. Your artifact should be the main feature of the artifact page.
- Vary your portfolio pages using the layouts available in Mahara. For images, consider using an image gallery, as opposed to simply embedding images. This gallery makes your portfolio more interactive.
- Consider your reader as you format your pages and artifacts; it is easier for a reader to click on an embedded video than click through to another page, download a file, open a new application and watch a video.
- Provide as many “process” documents for your process artifact as possible.
 - If you have multiple drafts or process steps, show all of them instead of picking and choosing among them. Remember that drafts might be in different modes/media than the final product.
 - You are encouraged to show your processes for more than a single artifact. Ideally, your portfolio would include 1-2 process documents for each artifact, and 3 or more for your artifact(s) reflecting significant revision.
- Include all elements of a project on its artifact page.

- If you wrote an artist's statement to go along with a creative piece, include both the statement and the creative piece. If you had a script or notes for a presentation, don't just provide the PowerPoint; provide all materials. A reflection is not a substitute for either piece.
- Screenshots are not a sufficient replacement for a full website or social media page, though they may be good for showing a draft. Include a link to the final project instead.
- While an image gallery of screenshots can be a useful way of showing either details or larger context of a physical artifact, any text in an artifact must be visible and readable. If text that is part of a physical display cannot be readily seen in an image gallery, you need to include a transcript or other representation.
- If you've created a video/podcast/presentation/other form of audio communication, playback features need to be enabled so that audiences can hear your work. Ensure your privacy settings allow anyone with a link to view/hear your media.
- Do not include entire artifacts in your self-review essay as a visual or attachment.
 - Highlight a specific page/paragraph/element that you would like to draw attention to for your reader.
 - Use screenshots to draw attention to details in web pages, posters, videos, drafts, etc.
 - Adding a circle or an arrow can help draw attention to a revision you discuss in your reflection.
 - Photoshop, GIMP, or Skitch can help with this.
- Make Word documents PDFs, and embed them in the site. Make sure embedded PDFs take up a reasonable amount of space. A PDF in one column of a 3-column layout is impossible to read.
- If embedding or linking to a Google Doc, YouTube video, or other external media, make sure you have the proper permissions set for an outside reader to be able to access your artifact.

SAMPLE MAHARA PORTFOLIOS

While prior student examples provide inspiration, you should ensure that your portfolio's content and design reflects your own course and personal development. The Mahara platform offers large amounts of flexibility. Your instructor will provide you with model student work later in the semester as appropriate.