

Prof. Clauss FYC Portfolio and Revision Process, Policies

With several out-of-class essays in FYC, you have the opportunity to revise your work, handing in the revision(s) with your Final Portfolio submission. Your portfolio submission takes place during the last week of class—most likely on Thursday, December 10, the last day of class; this will be confirmed near the end of the semester.

As far as essay submissions and the Final Portfolio submission are concerned, the following guidelines and policies apply.

- To make the process as clear as possible for all of us, we'll use these terms and definitions:
 - a **Rough Draft** is an essay you have never submitted for a provisional grade and/or an essay I have never graded
 - a **Final Copy** is an essay you submit or have submitted for a provisional grade
 - a **Portfolio Copy** is a revised version of a Final Copy; it's the version that's submitted in the Final Portfolio for the final course grade

- When a Final Copy essay is graded, that grade will be considered provisional (temporary) until the submission of the Final Portfolio.

For instance, assume your first essay, the Evaluation Argument, is evaluated as a "C-." That C- is recorded in the grade book as a provisional, "in pencil" grade. Should you decide to revise your Evaluation Argument, you are free to do so as much as you'd like, provided you submit the original, graded Final Copy and the revised Portfolio Copy in your Portfolio in December.

- With 32 students this semester, I cannot read every version or every draft of every essay for every student. Once I grade and return a Final Copy, I cannot read successive or multiple revisions of that essay. I can do my best to answer relatively quick and/or focused questions (during class, in writing groups, after class, during office hours, etc), but I cannot have an essay come across my desk over and over. Consider visiting the Writing Center. They offer excellent help!
- If you lose a graded Final Copy, your provisional grade will have to count. You cannot submit a revised Portfolio Copy of any essay without also submitting the original, graded Final Copy.
- I suggest you make photocopies of your graded Final Copies and save those copies separately from the originals. Or, you can give me back the original graded copies. I will hold on to them all semester for you, if you'd like.
- If you change topics for any paper, you must clear that with me in advance. Do not change topics for any revision w/o my prior approval. (In other words, you cannot 'start over from scratch' on any paper w/o my prior knowledge and consent.) This policy is in place to protect you, because in the vast majority of cases, switching topics is, quite simply, a terrible idea.
- Successfully revising an essay requires more work than simply fixing the things I comment on, mark, or note in your paper. I will not correct or edit drafts or Final Copies for you, and should you choose to revise a Final Copy to submit it in your final Portfolio, you should be prepared to do more than make simple editing corrections. (This is especially true of a Final Copy that receives a provisional grade lower than a B or a B-.)
- Journal entries cannot be revised and do not need to be saved, photocopied, or backed up.
- Should unexpected situations arise, I reserve the right to add to or modify these policies. I will announce any and all changes.