

Guidelines for Portfolio

In order to create a complete portfolio, you must include...

- **A resume** that can be used to show future employers how you took part in the various programs that you completed while obtaining the graduation with distinction honor.
- **A short reflection essay that is no more than two pages (single space)** that will allow your audience (the writing department) to understand your involvement in the programs you have chosen to take part in and also allow them to get a brief introduction to your artifacts you've chosen.
- **Four to eight artifacts from the programs that you have chosen.** You will need to include some sort of documentation of the various programs that you have taken part of. You might only have four artifacts if you chose to partake only in "level A" of the programs. On the other hand, you may have as many as eight artifacts if you chose to do the "level B" part of the program. Keep in mind, you can choose any level you wish for each program. You do not need to do only "level A" or "level B" across the board. These artifacts will be the documents you've generated

In order to create a successful portfolio, you must...

- **Compile and keep track of all necessary documents for the portfolio.** It is your responsibility alone to maintain organization throughout this project.
- **Submit your portfolio to your advisor when you apply for graduation** at the registrar's office.
- **Have your advisor read the portfolio upon your submission** to verify that you have indeed completed the program. Other faculty members that are interested in your experiences will have access to your work as well.
- **Make extra copies of your portfolio and/or the documents in your portfolio.** The Writing Department will keep your submitted portfolio for assessment and archival purposes, and you will therefore not receive your submitted portfolio back.



Tips for Portfolio

- **Stay organized.** Organization is key to a successful portfolio. The last thing you want is to scramble around trying to locate all of the needed documents the day before your submission is due. Designate a place to keep your finished document (this folder, perhaps!) and use your checklist as you proceed with the program.
- **Maintain a Professional, Neat Look.** Although there is no standard format for the portfolio, remember that you will probably give this portfolio to prospective employers in order to show them your abilities. Neatness is imperative for a portraying professional, competent image of yourself as a professional.
- **Contact your Advisor Often.** Throughout this project, you and your advisor should have a close working relationship. Your advisor will serve as a mentor for you during this project, both helping you realize a vision of yourself as a writer and helping you realize your strengths and weaknesses, and which four programs would be best to aid you toward achieving that vision.
- **Keep Back-up Copies of your Work.** You will not receive a copy of your portfolio back upon your submission. Keep back-up copies so that you have a copy of your works to show future prospective employer.
- **Acknowledge Time Commitments.** Do not by any means attempt to cram all activities into a short period of time. This is an extensive program that requires a substantial time commitment. The quality of your compiled documents will decrease if you treat the amount of time needed to complete this project successfully lightly.
- **Think Beyond the Present.** If the prospect of a distinction on your diploma starts to diminish in appeal with the onset of stress, think of your portfolio as a means of showing future employers your abilities and allowing you to obtain the job of your dreams.
- **Keep an Open Mind.** The Writing with Distinction program will most likely introduce you to new opportunities and new people unlike anything or anyone you have ever encountered in the past. Having an open mind with further your enjoyment of these experiences and also further your learning.
- **Network, Network, Network!** During the time in which you are compiling the documents for your portfolio, you will most likely meet professionals in the writing field who have the potential to connect you to a job in the future. Leaving a good impression on these professional remains key.

Writing Portfolio Checklist



What to Include

- Resume/ *curriculum vita*
- Reflection of the experience
- Program One _____
 Artifact One _____
 Artifact Two (if level B is chosen) _____
- Program Two _____
 Artifact One _____
 Artifact Two (if level B is chosen) _____
- Program Three _____
 Artifact One _____
 Artifact Two (if level B is chosen) _____
- Program Four _____
 Artifact One _____
 Artifact Two (if level B is chosen) _____
- Extra Copies of all included documents