

Appendix D

ENGLISH 494: ENGLISH MAJOR PORTFOLIO

This is the **Portfolio** listed as requirement #2 for **English 494: Senior Project**. At first, your portfolio will be retained either in the English Department main office or in your advisor's office; in your final semester, when you register for English 494, you should collect it and retain it as you work on the final requirements.

As soon as feasible after you have declared your English major, you should begin to compile your **English Major Portfolio**, which, by the time it has been completed in your senior year, should contain the materials listed below. At that point, it will play a significant role in helping you to complete **English 494: Senior Project** which is required for the Major (unless you offer **English 495: Honors Project**). More importantly, if you build it up over the course of your program, it will **give you the opportunity to recognize your own strengths, to identify the areas in which you need to address weaknesses, and ultimately to evaluate and celebrate your own improvement.**

The first item in your portfolio will be the **Reflective Essay** listed as requirement #1 for **English 494: Senior Project**. It must be completed either in **English 201: Introduction to Literary Study for the English Major** or when you first declare an English Major.

In addition, it must contain **at least** four papers and assignments from courses you have taken at each stage of your college career, each one accompanied by a **brief self-evaluation written retrospectively** (i.e. after the piece has been graded and returned to you, and with enough time having lapsed to enable you to form a relatively dispassionate evaluation). Since the portfolio as a whole is intended to demonstrate the ways in which your learning has progressed over time, you do not need to include only your best work; you may choose to include one of your unsuccessful productions because it prompted significant improvement in a particular area.

The items listed on the check sheet as #1-5 are required, additional items (each with a self-evaluation) are encouraged, but no more than eight should be submitted.

The **self-evaluation** must be at least one, but no more than two pages (typed, double-spaced) and must be headed with the following information:

- Your name
- Your class standing when item was completed (freshman, sophomore, junior, senior)
- Name of course for which this assignment was completed
- Name of Instructor
- Description of assignment (if available)

In the body of your self-evaluation of each item, you should address questions such as:

- Why did you select this item rather than another for your portfolio?
- What are its strengths and weaknesses?
- What did you learn from the experience of producing it?

- Did it help you improve your close reading, critical thinking, writing skills?
- How would you now improve it?

Check List

Note:

- Use ungraded copies of work that you produced to fulfill the requirements of courses in which you have been enrolled.
- Submit those copies before the end of the semester following that in which you wrote them.
- In the case of the required items numbered 2-5, mark each one with the number of the category into which it fits.
- For each item, provide a self evaluation with the required information as listed above.
- At least one of the submitted items should illustrate your competence in research and documentation; if none of items 2-5 does so, then include a sixth item that illustrates such competence.
- Among your optional items, you are encouraged to submit copies of your published work, as well as evidence of formal presentations, awards, and other noteworthy achievements.

Required	Check when self-evaluation included	Date added to Portfolio
1. Reflective Essay		
2. One essay of literary analysis—British, American, or Other.		
3. One substantial completed assignment from one of the required theory courses.		
4. One substantial completed assignment from the required language class. ¹		
5. An extended personal essay or sample of creative, business, or technical writing.		
6. Item to illustrate competence in research and documentation (to be included if necessary).		