

ENGLISH 40099
WRITING PORTFOLIO GUIDELINES

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ENGLISH 40099 WRITING PORTFOLIO GUIDELINES OVERVIEW

**Please read this entire document carefully before proceeding with the Portfolio.*

The Writing Portfolio will include work revised to a professional standard that represents a student's highest effort and achievement in their undergraduate writing. When the writing minor is complete, the student will have produced a portfolio of substantive, polished writing that is consonant with and supports the student's plans for post-college publication, employment, or continuing graduate study. The focus will not necessarily be on the development of new work, but rather a careful selection of works-in-progress that can be edited and revised to a standard of excellence. Students may situate their work in Creative Writing, Professional Writing, Academic Writing, or a combination.

Enrollment for the Portfolio (English 40099): English 40099 is a two-credit-hour class. To be eligible to enroll, a student must have a **minimum of Junior standing** (60 hours of earned credit), a **3.00 G.P.A.** in writing courses taken toward completion of the Minor, and approval from the Writing Program or Regional Campus English Coordinator. Students normally take their portfolio credits during their senior year, but may enroll earlier.

Contents/Length: Since revision will be an important part of the writing process, a portfolio will contain between 25 and 50 pages of writing, such as any combination of the following:

- | | |
|--|---|
| Two to three short stories; | Fifteen to twenty poems; |
| Two chapters of a novel; | Three to four substantive essays; |
| One sustained research project; | Four to five professional or technical projects; or |
| One to two acts of a script or screenplay. | |

The portfolio may be supplemented by multimodal work; however, entire portfolios should not be multimodal, and written page requirements must be fulfilled. Multimodal enhancements are encouraged, however.

Signatures/Permission: Before a student may enroll in English 40099, they are responsible for contacting the faculty members to confirm their willingness to serve as the Director and Reader. The student will acquire faculty signatures electronically on the DocuSign Writing Portfolio form that will be emailed to the student once their Director and Reader agree.

The follow steps are involved in initiating the process:

1. To receive the DocuSign Writing Portfolio form for electronic signatures, the student will email the Writing Program Coordinator, Dr. Jen Cunningham, at jcunni17@kent.edu.
2. The student will receive an email with a link to complete and sign the DocuSign Writing Portfolio form (see an example of the form below on page 12), clicking "Finish" once done.
3. The student will receive another email asking them to submit the names and email addresses of their Portfolio Director and Reader.
4. An email will be sent to the Portfolio Director and Reader so that they can sign the DocuSign Writing Portfolio form electronically.
5. The Writing Program Coordinator will review, sign, and submit the form electronically.
6. The student will receive an email from the English Department Administrative Assistant with a CRN# for ENG 40099 so that they can register for the course.

PORTFOLIO DIRECTOR

Portfolio Director: The student writes the portfolio under the supervision of a Portfolio Director. Any full- or part-time member of the Kent State University faculty who is willing to work with the student may serve in this capacity. Students are encouraged to seek out specialists in the areas of writing emphasized in their portfolios (creative writing, professional writing, or both). Usually Portfolio Directors are full- or part-time English professors, but Portfolios may be directed by faculty of departments other than English. **However, if the Portfolio Director is not a member of the Department of English faculty, then the Portfolio Reader must be.** (Note: Part-time faculty members may not be available for subsequent semesters if the student takes an Incomplete [I] grade in English 40099.)

Regular consultations with the Director: The student is responsible for arranging periodic meetings with the Portfolio Director, approximately every two weeks. The student should expect to work closely with the Director at every stage of the project:

1. selecting individual pieces
2. designing and shaping the work as a whole
3. revising the text
4. editing and proofing the final copy

After completing this process, the student will be ready to submit a copy to the Reader.

Written comments: After the Reader reviews the Portfolio and submits written comments to both the student and the Director, the Director will make recommendations about the final draft. **Copies of both the Director's and the Reader's comments should be emailed to the Writing Program Coordinator (or Regional Campus English Coordinator) as well.** It is customary for the Director, Reader, and student to meet to discuss the final version of the Portfolio, at which time the Director and Reader will agree to sign the portfolio electronically. To initiate signatures for the Final Writing Portfolio form, the student will email the Writing Program Coordinator.

Grade: The Final Writing Portfolio form must be signed by the Director, Reader, and Writing Program Coordinator (or Regional Campus English Coordinator) no later than the last day of the fifteenth week of the semester (i.e., before finals week) and the finalized Writing Portfolio emailed to the Writing Program Coordinator or Regional Campus Coordinator. Portfolios submitted after this date will receive an "Incomplete" grade (I). The Portfolio Director is responsible for submitting the final grade.

In the event that the Portfolio is not approved by either the Reader or the Portfolio Director, the student will receive a grade of "Incomplete" (I) for English 40099. The student may continue to revise the Portfolio for a future letter grade as long as they are enrolled in the undergraduate program at Kent State University and retains permission of the Portfolio Director and Portfolio Reader.

PORTFOLIO READER

Portfolio Reader: The Portfolio Reader is chosen by the student and may be any full- or part-time member of the Kent State University faculty. **If the Portfolio Director is not a member of the Department of English faculty, then the Portfolio Reader must be.** While the Portfolio Director assigns the final grade, the Portfolio must have the approval of both the Portfolio Director and the Portfolio Reader in order for the student to earn a letter grade for English 40099.

After the student has written a draft that has the approval of the Portfolio Director, the student must **submit the draft to the Reader no later than the tenth week of the semester** (early November in the Fall or mid-March in Spring). This will allow ample time for the Reader to review the manuscript and make considered suggestions, as well as time for the student to act on some of those suggestions. Keep in mind, the function of the Reader is to comment upon and assess the quality of the portfolio, not to serve as a copy editor. **Suggestions and comments by the Reader (based on the below options) must be emailed to the Writing Program Coordinator or Regional Campus English Coordinator along with the final Portfolio.**

After reading the Portfolio, the Reader may take one of these three actions:

1. **Approve as Submitted:** When the Reader approves a Portfolio, they will prepare written comments about the Portfolio, highlighting its strengths, typically one page. These comments are directed to the student and sent to the student, copying the Portfolio Director and Writing Program Coordinator or Regional Campus English Coordinator.
2. **Approval with Minor Revisions:** If the Reader approves the Portfolio with the provision that minor revisions be made, they so indicate and return the Portfolio, with written comments, to the student, who is then responsible for making the required revisions under the supervision of the Portfolio Director. With this option, the portfolio does not need to be resubmitted to the Reader.
3. **Revision and Resubmission:** If the Reader asks that the Portfolio be revised and resubmitted, they will indicate the necessary revisions in the Portfolio margins or on separate sheets of paper. The student should revise the manuscript as expeditiously as possible and resubmit it to the Reader, bearing in mind that the deadline for submitting a final bound Portfolio is week fifteen of the semester in which the student wishes to receive a grade for English 40099 (i.e., before finals week).

The Reader is advised to provide this feedback no later than two weeks after receiving the portfolio for the first time, giving the student time to revise, if necessary.

Written comments: After the Reader reviews the Portfolio and submits written comments to both the student and the Director, the Director will make recommendations about the final draft. **The Director's and the Reader's comments should be emailed to the Writing Program Coordinator or Regional Campus English Coordinator by the student when submitting their final Portfolio.** It is customary for the Director, Reader, and student to meet to discuss the final version of the Portfolio, at which time the Director and Reader will agree to sign the portfolio electronically. To initiate signatures for the Final Writing Portfolio form, the student will email the Writing Program Coordinator.

STUDENT GUIDELINES

Please use the following as a guide and timeline for completing the Portfolio.

IN THE SEMESTER(S) BEFORE YOU ENROLL FOR THE PORTFOLIO CREDITS:

1. Be sure you have a 3.00 G.P.A. in the writing courses required for the Minor and a 2.00 G.P.A. in your courses overall.
2. Select a Portfolio Director and confirm that the faculty member is willing and able to serve as director for the semester in question. Once the faculty member has agreed, contact the Writing Program Coordinator to receive the DocuSign Writing Portfolio form to acquire their signature electronically. (See guidelines earlier in this document.) ***The student is responsible for giving the Director a copy of the Writing Portfolio Guidelines upon obtaining their signature.***
3. Select a Portfolio Reader and confirm that the faculty member is willing and able to serve as reader for the semester in question. Once the faculty member has agreed, contact the Writing Program Coordinator to receive the DocuSign Writing Portfolio form to acquire their signature electronically. (See guidelines earlier in this document.) ***The student is responsible for giving the Reader a copy of the Writing Portfolio Guidelines upon obtaining their signature.***
4. Contact the Writing Program Coordinator, Dr. Jen Cunningham, (jcunni17@kent.edu) or your Regional Campus English Coordinator ***before you register for the Writing Portfolio.*** As with any other course, you will register for the portfolio (ENG 40099) before or no later than one week into the semester. However, this course requires special permission. Before being able to register for ENG 40099, you must complete the DocuSign Writing Portfolio form, which you receive electronically from the Writing Program Coordinator. Once the form has been signed by all parties, you will receive an email from the English Department with your CRN #, allowing you to register for ENG 40099.

DURING THE SEMESTER ENROLLED IN THE WRITING PORTFOLIO

5. Meet regularly with your Portfolio Director to define, shape, and revise your Portfolio.
6. Prepare a nearly finished draft of the Portfolio to give to your Reader **on or before the tenth week of the semester** in which you expect to receive credit for English 40099 (early November in the Fall or mid-March in Spring).
7. Under the supervision of your Director, make any revisions the Reader requires.
8. If necessary, resubmit your Portfolio to the Reader.
9. Set up a meeting with your Director and Reader to discuss your final Portfolio.
10. Be sure that your Director and Reader agree to electronically sign the DocuSign Final Writing Portfolio form at this meeting and collect the Reader's formal written comments to email along with your final Writing Portfolio pdf.

11. To receive the DocuSign Final Writing Portfolio form for electronic signatures, email the Writing Program Coordinator, Dr. Jen Cunningham (jcunni17@kent.edu) and attach your finished and approved portfolio as a pdf to the email.
12. You will receive an email with a link to complete and sign the DocuSign Final Writing Portfolio form (similar to the example of the form below on page 12), clicking “Finish” once done.
13. Your Portfolio Director, Reader, and the Writing Program Coordinator will each sign the DocuSign Final Writing Portfolio form.
14. Your Portfolio Director will submit a letter grade for you.
15. Your Portfolio will be entered in the Zurava Award for the best Portfolio of the academic year in which it was produced. Winners are awarded at the English Department Awards Ceremony each Spring.

STYLE GUIDELINES for ENGLISH 40099

COPIES: Final copies of the Portfolio should be typed and saved as a pdf.

MARGINS: All margins should be 1 inch.

SPACING: Most manuscripts should be double-spaced throughout. Poetry manuscripts may be single spaced at the discretion of the Portfolio Director and Portfolio Reader.

FONT: Font size and style should be easily readable.

INTRODUCTION: Portfolios are expected to **begin with a brief introduction to the work**, explaining to readers such things as the overall theme of the Portfolio, why the writer chose the pieces in the Portfolio, and anything else relevant to understanding what makes the Portfolio a whole, that is, a complete piece of work. Assume your reader is a future employer, graduate program recruiter, or other professional interested in your work. (Students who wish to gain additional guidance on length and contents should examine recently approved Portfolios on file in the Writing Program Office, Satterfield Hall 206.)

ORGANIZING THE PORTFOLIO: The Portfolio should be organized in the following order (See examples of each page included below):

1. Cover
2. Title Page
3. Portfolio Information
4. Table of Contents
5. Introduction
6. Text
7. Appendices (if applicable)

Please note: Your signature/approval page will not be included in your portfolio, since it is obtained separately using DocuSign.

PERMANENT ADDRESS AND PHONE NUMBER: The student's permanent contact information (address and phone number) should be included on the Portfolio Information page.

PAGINATION: Do not number the Cover page, Title page, or Table of Contents page. The text of the Portfolio should be continuously paginated.

STUDENT NUMBER: The student's Banner ID number should appear on the Title page and Portfolio Information page. This number is not the student's Social Security number.

FINAL DRAFT MEETING AND SUBMISSION

Meeting: Once the student and Portfolio Director believe that the Portfolio is finished, the student will meet with their Portfolio Director and Portfolio Reader for about 30 minutes to discuss the completed project. This meeting will give the student an opportunity to discuss various aspects of the portfolio, such as writing methods and themes used, as well problems solved. This meeting must be scheduled in advance. The student is responsible for contacting their Portfolio Director and Portfolio Reader as well as any other guests they desire. This meeting should be held shortly before the final Portfolio is due, and both the Director and Reader will agree to sign the forthcoming DocuSign Final Writing Portfolio form. Formal written comments from the Reader should also be emailed to the Writing Program Coordinator or Regional Campus English Coordinator.

Submission deadline: Portfolios must be submitted to the Writing Program Coordinator **by the fifteenth week of the semester** in which the student plans to receive a grade for English 40099 (i.e., before finals week). Portfolios received after this deadline will receive an “Incomplete” grade (I) and will not be given a letter grade until the following semester.

Signatures: The student must obtain three signatures on both the required bound copies of the Portfolio: the Portfolio Reader, the Portfolio Director, and the Writing Program Coordinator or Regional Campus English Coordinator. **Please note:**

1. The Coordinator will not sign the final Portfolio until it has been signed by both the Reader and Director.
2. The Coordinator will not sign the portfolio unless written comments by the Reader are included with the Portfolio submission.
3. The Portfolio Director cannot submit the final grade without all three signatures.

The follow steps are involved in submitting the finished Writing Portfolio:

1. To receive the DocuSign Final Writing Portfolio form for electronic signatures, the student will:
 - a. email the Writing Program Coordinator, Dr. Jen Cunningham, at jcunni17@kent.edu
 - b. attach their finished and approved portfolio as a pdf to the email
2. The student will receive an email with a link to complete and sign the DocuSign Final Writing Portfolio form (see an example of the form below on page 12), clicking “Finish” once done.
3. The student will receive another email asking them to submit the names and email addresses of their Portfolio Director and Reader.
4. An email will be sent to the Portfolio Director and Reader so that they can sign the DocuSign Final Writing Portfolio form electronically.
5. The Writing Program Coordinator will review, sign, and submit the final form electronically.
6. The student’s portfolio will be kept in a dropbox maintained by the Writing Program and entered as a submission for the Zurava Award for that academic year.

(Sample Cover Page)

Title of Portfolio

By

Jane Doe

Banner ID Number of Writer

(Sample Title Page)

A Portfolio submitted to the
Department of English
Kent State University

By
Jane M. Doe
Banner ID Number
May 20__
(Month and year)

(Sample Portfolio Information Page)

English 40099
Portfolio by
Jane M. Doe
Banner ID Number

Permanent Address
Email Address
Phone Number

(this information is necessary for contacting a student who wins the Zurava Award)

Portfolio Director: Include name

Portfolio Reader: Include name

Writing Program Coordinator: Dr. Jennifer M. Cunningham

Regional Campus English Coordinator: [Include, if applicable. Otherwise, omit this item.]

Date of Submission:

PLEASE NOTE: This is the form you will receive electronically from the Writing Program Coordinator. Once your finished Portfolio has been approved by your Director and Reader, please contact Dr. Jen Cunningham, who will initiate the process so that you will receive the DocuSign Final Writing Portfolio form, via email at jcunni17@kent.edu.

Writing Portfolio (English 40099)

Final Writing Portfolio Form

Please review the following requirements before submitting your final portfolio:

- My Director and Reader have both approved my finished Portfolio.
- I have followed the above guidelines and organized my portfolio accordingly, including saving it as a pdf.

Student Name:

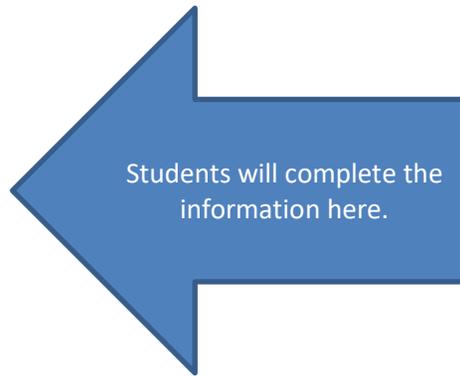
Portfolio Title:

Banner ID:

Permanent Address:

Phone Number:

E-mail:



All of the below signatures indicate approval of the above student's finished Writing Portfolio and satisfaction with the work and final product.

Student Signature:

Portfolio Director Signature:

Portfolio Reader Signature:

Writing Program Coordinator Signature:

