

First-Tier Portfolio Contents

What follows is a list of the items to be included in your portfolio. Please note that ANY deviation from it may result in your portfolio not receiving credit.

1. **Scan sheet:** In addition to your work, in front of the cover sheet and therefore showing through the plastic, put the scan sheet your teacher will give you during the last week of classes. It is NOT to be hole-punched, and if it is not completely filled out, you may not receive proper credit for your portfolio. This is your responsibility, so take it seriously.
2. **Cover sheet:** This includes your name, your teacher's name, and your course and section number. Your teacher will give you one to fill out.
3. **Table of contents:** This includes the following items, in the order you listed below. (Please note that this is important.)
4. **Reflective introduction essay:** This is an essay that introduces your portfolio and argues that you should pass either this class or the entire University Writing Skills Requirement. It is thesis driven, and the evidence mentioned in it must be included in the portfolio although you may choose to include other information such as personal history. You will not receive teacher input or comments on this essay except for an explanation of the requirement and a general discussion of this type of essay, but you can go to the Student Center for Academic Achievement (SCAA) for help. This requirement will help maintain fairness for all students. This essay is an important element of the portfolio and should be approximately 400-500 words. You **MUST** include a TURNITIN report printed in color after this assignment.
5. **One typed argument essay:** This is a text-based argument, 1000 words minimum. This three-draft (minimum), out-of-class essay is a thesis-driven argument that strives to meet the standards detailed in the rubric. You must use and cite at least one source. Include ALL drafts (minimum three), one with teacher comments, one with peer and/or SCAA comments, and a final, clean draft without comments or grade.
 - a. Be sure that the latest draft, a clean copy with no instructor comments, is placed first, followed by your Turnitin report, in color. After that, place earlier drafts and prewriting, so that the evaluator looks from latest to earliest writing when opening that section of the portfolio. Place, at the back of this draft.
 - b. Please note that, if you have gone to the SCAA for help, you must include the drafts you worked on with them, in order. This will help the evaluators to see your writing in process.

6. Three in-class writings with the earliest first, followed by the later essays:

- a. A diagnostic, in-class writing assignment is given in the first week of classes. If you are not in class for the diagnostic essay, please include your first in-class essay.
- b. Two additional in-class writings, one from the middle of the quarter and one from near the end, should be included as well. These may be of any type but each must be a complete, thesis-driven essay.

These essays may be but do not have to be in a bluebook. If the class takes place in the electronic classroom, they may be typed but must have some sort of verification by the teacher that they were written in class.

7. **Additional out-of-class writing sample:** A second out-of-class essay is included in this section. This essay may be developed in whatever way your teacher thinks appropriate, and as with the first, all drafts and prewriting must be included. Include Turnitin report at the end.
8. **An optional written item:** You might or might not include one other item. This is entirely up to you, but this item must then be referenced in your introduction. Your teacher can give you more information on this.