

# ADJUSTMENTS TO PORTFOLIO REQUIREMENT FOR ONLINE COURSES ONLY

While this course closely follows all requirements for ENGL 1310 face-to-face courses, the online submission of the final portfolio necessitates some changes. For the sake of clarity, we have documented those changes here by copying the requirements directly from the textbook and making any alterations visible for you.

## Portfolio Order of Contents:

- Portfolio Executive summary
- Final Revision of Analysis Essay
- Copy of Collaborative Single-Work Interview Project
- Appendix: Representative (Cited) Writing Development Documents
- *Hypomnemata* NOT REQUIRED\*

The **project template** for the Final Portfolio in Foliotek already has spaces for the first three items. You may add an unlimited number of appendix items after those.

Please **label ALL** items with Appendix letters. For instance, the Final Revision of the Research Essay might be Appendix A, the Collaborative Multi-Work Interview Project might be Appendix B, and then all artifacts you have curated and selected will be letters C, D, E, F, etc., after that. This will make it much easier to cite all included elements in keeping with MLA formatting requirements.

## Key Requirements for Portfolio:

- See Required Order of Contents Above
- 12-point, Times New Roman Throughout (for typed documents)
- Follow MLA Guidelines throughout
- ~~All Contents Should fit in a Manila Legal Folder~~ SUBMITTED THROUGH FOLIOTEK

## Key Requirements for the Executive Summary:

- 12-point Times New Roman
- MLA Guidelines for Heading & Citation
- 1200-1500 word count, minimum
- Include a title
- You must cite a minimum of *five* contents stored in the portfolio, including ~~all three collected artifacts~~ **TWO\*** required artifacts (the Final Revision of Analysis Essay and the Copy of Collaborative Single-

Work Interview Project) and **THREE representative** artifacts you have chosen to better support your argument(s).

\*the online courses do not use the Hupomnemata in the same way at face-to-face courses do, so it is not a requirement in the portfolio.

Here is a sample overview page (the first page in the Foliotek project template) to give you an idea of how you might get started and organize this work:

## English 1310 Portfolio

# Overview

This portfolio displays my work during the fall semester of 2017 in the course English 1311: Honors English Composition I. The contents of this portfolio include an executive summary, which discusses two major trends in my writing this semester, as well as several appendices. The appendices are listed in chronological order:

- Appendix A: Draft argument description paragraphs
- Appendix B: Argument description draft
- Appendix C: Final argument description
- Appendix D: Collaborative interview
- Appendix E: Argument analysis draft
- Appendix F: Argument analysis revision memo
- Appendix G: Argument analysis peer revisions
- Appendix H: Final argument analysis draft

