

Portfolio Instructions

Winter 2006

Dear English 100B student,

Because the English Department is committed to your success here at De Anza and to your goals after your education, your writing for English 100B will be assessed both by your instructor and by other faculty members in the English Department. This assessment process has two parts.

First, you must complete the required work in your English 100B at a satisfactory level. Your instructor will give you specific information on both what work is required and the criteria for earning a SATISFACTORY level.

Second, all students who satisfactorily complete the English 100B required coursework will submit a portfolio of their writing for departmental assessment. This portfolio will include

- **one in-class paper,**
(The in-class essay must be the original version and have the grading sheet attached.)
- **one paper written out of class,**
(One of these first two essays must be an analytical essay.)
- **and a reflective paper** describing and reflecting on your growth as a writer throughout the quarter.
(Both the out-of-class and reflective essays should be clean copies without grading sheets or any margin notes or marks.)

This portfolio will be evaluated by a team of instructors that includes your instructor. If the assessment team agrees your work indicates readiness for English 1A, you will PASS English 100B. If the assessment team agrees your work does NOT indicate readiness for English 1A, you will receive a NO PASS for English 100B. If the assessment team does not agree, a third English instructor will review your portfolio and resolve the disagreement.

The English Department has created this portfolio assessment system to encourage all students to become effective writers, one of the hallmarks of a successful student and of a successful professional.

If you have questions about the portfolio or the portfolio assessment, speak with your instructor.

The English Department, De Anza College

DUE : MW class – at the beginning of class on Monday, March 27.

TuTh class – turn in to my office, F31G, no later than 4:30 p.m., Monday, March 27.

IMPORTANT NOTES:

Your portfolio must be in a folder; plain manila is fine. I will not accept late portfolios. If you do not submit a completed portfolio on the due date you will receive a NO PASS for 100B.

Reflective Essay for the EWRT100B Portfolio

In order to submit your portfolio you must first meet all the other the requirements established by your EWRT100B instructor for successful completion of the class. You'll want to make sure you have satisfied those requirements before writing this essay.

Content: Write a brief essay, of at least two pages, to reflect on your progress in EWRT100B and to argue why you are ready to go on to EWRT1A. This essay will go in the front of your portfolio, serving as an introduction to your work for the teachers evaluating the portfolio.

Prior to writing, look over all the work you've done for the class. Then, reflecting on your 100B work, consider why you chose the essays you are including in your portfolio and how they demonstrate your readiness for EWRT1A. Plan to refer to specific examples from your portfolio essays to show how your writing has improved.

- Discuss what you have learned in EWRT100B. This might include practice in organization, analysis, development, vivid examples, construction of better sentences, proofreading, writing process, and so on.
- Include how your writing has changed or improved as a result of what you have learned in this class. Remember to provide specific evidence for your claims.
- Evaluate what still needs improvement. Make sure to write about what you'd still like to work on with your writing. Remember that all of us, teachers included, are still trying to be better writers, so what are you going to focus on next in 1A and beyond?

Audience: De Anza English teachers

What we're looking for in the reflective essay:

- Clear organization
- Well-developed, focused paragraphs
- Specific examples, details
- Well-constructed sentences
- Correct grammar and punctuation

Form: typed, double-spaced

Due: This essay is due as part of your portfolio on Monday, March 27.

IMPORTANT NOTES:

I will not accept late portfolios. If you do not submit a completed portfolio on the due date you will receive a NO PASS for 100B.

Please place all your portfolio essays in a folder in this order:

1) Reflective essay on top, 2) in-class essay next (original version with grading sheet attached), 3) and, finally, a clean copy (one without my comments on it) of your out-of-class essay. This essay *can be* a revised version.