

Creative Writing Writing Portfolio

As we reach the end of this semester, you will be required to assemble and submit a **portfolio** of the work you feel is your best. This **portfolio** will be the second and larger half of the exit project for this unit. The first part of the exit project will be a “public” reading in which you will be asked to present your best piece to the rest of the class.

The portfolio part of the project will be a collection of five examples of your own BEST work, with an introduction and a table of contents. The portfolio must be bound, and all pieces must be titled and typed. Print each piece on a separate page, and proofread carefully before you hand in your project. The following is an explanation of each part of the portfolio:

1. Introduction- you will be required to write an introduction to your portfolio, in which you give a reader/reviewer some general information about yourself, and an “author’s statement”, in which you will express your opinions on what makes “good” poetry, and how you view the writing process. Consider this introduction to be a cover letter of sorts, with the purpose of introducing you and your work to potential future employers or educational programs that might require a portfolio of your work.
2. Table of contents- include a table of contents that lists each piece in your portfolio and what page each individual piece starts on. Use any table of contents as a guideline.
3. Body- here is where you include the typed, proofread and edited copies of your work. These may or may not be selections you have created in this class. Any poetry, fiction or non-fiction you have created is acceptable, provided you feel it represents the best work you have done.
4. Statement of Authenticity- the final page in your portfolio will be a copy of a Statement of Authenticity you will be given by me. Your signature on this form assures readers of your portfolio that all the work contained in it belongs to you and is your original work. **NO PORTFOLIO WILL BE ACCEPTED WITHOUT THIS FORM.**
5. Binding/presentation- collect your portfolio into some type of folder or binder which secures the work in the proper order, and is aesthetically pleasing. Staples and paper clips do not satisfy this requirement. You may, and are encouraged to, create your own bindings to personalize your portfolios. Be creative, but remember that the binding should not distract from or overshadow the work it contains.
6. Portfolio CD- you must include an electronic version of your entire portfolio on a compact disc. This electronic version must be viewable on a PC platform, and created using common software readily available (Microsoft Office is recommended, however other software titles are acceptable- check with me). You will each have access to the computer lab in this room, which includes a scanner, laser printer, and CD writeable drive. I will provide each of you with one blank CD. If you choose to use a unique CD, i.e. mini CD or designer/novelty shape CD, you will need to provide your own. Note: many non-standard CDs will not play in older drives. Read product information carefully and proceed at your own risk!

These projects will be due on _____.

Writing Portfolio Scoresheet



Description

a minimum of five revised and polished pieces of original writing	25	
a personal introduction including relevant personal information and future occupational and educational objectives	10	
a table of contents	10	
an aesthetic binding which presents the collection positively but does not overshadow the work itself	10	
Statement of Authenticity signed and included at the end of the portfolio body [0/10 = 0/100]	10	
an electronic version of the portfolio which contains the same elements as the print version	25	
electronic version formatted to open and be read on an IBM compatible system in a standard, "well-known" software platform, available on most business or institutional systems	10	

Total = _____

100