

Written work will be submitted in a digital format via a portfolio folder in Dropbox. The following is an outline of what will be included in your final portfolio:

- An opening letter introducing your work and reflecting on your learning
- 3 memory book papers
- 3 written pieces from quickwrite notebook starters
- College application essay
- Rhetorical Analysis (writing w/ source references)

All pieces (with exception to your opening letter) will open with a “writerly” abstract providing the reader/teacher with any important information about or insight into the writing.

#### WHY DIGITAL?

Digital technologies are not just the wave of the future, they are the now. Most colleges and universities will use platforms like Blackboard, LiveText, etc. as a way for their faculty to implement online work including supplementary readings, paper submission, and discussion boards. Getting used to submitting digital papers, reading and working with digital feedback, will be beneficial to you as a student. And we use SO much less paper.

#### HOW IT WORKS. . .

Within your Dropbox folder that we share, we will create a folder named “Midterm or Final Portfolio.” Once work is ready for portfolio submission (whenever a due date occurs), move the work that is ready into the appropriate portfolio folder.

Completed pieces should appear as documents named “LastNameTypeofAssign#.docx” – I will provide you with these more specifically as they are due. For example: SmithMBCh#.docx or JohnsonQW#.docx or HernandezCollegeEssay.docx – get the idea?

Portfolios will be checked periodically after due dates and such (definitely near progress report time, mid-term, and week before finals). Sometimes teacher feedback will be provided and papers will reappear in the portfolio with “WFB” after the document name. This means there is now teacher feedback included on the paper, so check it out.

Throughout the semester, revision will be a key part of how we develop as writers. Up until the final portfolio dates (one at mid-term and another the week before finals) you may continue to make changes and resubmit any pieces in the portfolio. Once we get some writing going (probably four to five weeks in) we will work in peer groups most Fridays. Comments and suggestions from your fellow writers may fuel revisions you choose to make. Simply revise as you wish, resave your work adding “RV” (for revised) after the title, remove the old version from the portfolio folder, and replace it with the new one.

At mid-term and end of semester, you will receive specific instructions as to what should be in the portfolio, how the abstracts work, what I will be assessing for a grade, and how you will flag works that deserve the highest priority.