

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 fall portfolio: (TOTAL = 7 pieces)

- Cover letter introducing your collected works & reflecting on your writing progress
- College application essay * (CA)
- 1 or 2 memory book papers * (MB)
- 1 or 2 written pieces from notebook starters * (QW)
- “10 Things” paper * (10T)
- Rhetorical analysis piece * (RA)

*Piece by piece abstracts are needed in final portfolio. More on letter & abstracts attached.

Please submit writing as MSWord documents whenever possible. ALL papers need to be CLEAN & if needed REVISED. (This means make any changes you want (or not) but delete comments from feedback, or accept changes if you’ve been using “track changes” as you revise). Even if you don’t make significant changes, be sure to format correctly, proofread for surface errors, and add your mini-abstracts.

PROVIDE DOCUMENT NAMES FOR YOUR WORK AS FOLLOWS *

- | | |
|------------------------------|-------------------------------|
| • LastnameIntroLetter.docx** | (Ex. RamirezIntroLetter.docx) |
| • LastnameCA.docx | (Ex. RamirezCA.docx) |
| • LastnameMB#.docx | (Ex. RamirezMB5.docx) |
| • LastnameQW#.docx | (Ex. RamirezQW1.docx) |
| • Lastname10T.docx | (Ex. Ramirez10T.docx) |
| • LastnameRA.docx | (Ex. RamirezRA.docx) |

Leave SUB# flags on work that has already been submitted earlier in the semester.

**Leaving the .docx or .doc after the document name will allow the document to be opened in Dropbox without download. To change names of already named pieces, find the document, and without opening it, right click. Choose “rename” and fix the name, then “enter.”

!!!FLAGS!!!

To assess your writing growth along with how you work with feedback (both from your WRITE CLUB group and your instructor), please flag works as follows:

- ✓ Leave the RV (revised version) tag after the piece you revised for the last WRITE CLUB (leave the original version in your drafts folder, but don’t delete it)
- ✓ Add VNew (view new) after another piece you did NOT submit officially as SUB1 or SUB2

These flags go in your doc title right before the file extension (.docx). For example RamirezMB5RV.docx (or RamirezMB5SUB2RV.docx) and RamirezRAVNew.docx

!!! IF you do not appropriately flag your documents papers could be randomly chosen for full read-through. !!!

STEPS TO COMPLETE YOUR FALL PORTFOLIO SUBMISSION

1. Open Dropbox and Sign In
2. Open our shared Submissions folder (the one you use to submit papers to Mrs. C)
3. Create a New Folder and title it FALL PORTFOLIO
4. Use Move or Upload to put the required and CORRECTLY titled docs in the folder

GRADE PITCH (Flipgrid) – no later than 2pm Sunday 12/19

Visit the class Flipgrid (flipgrid.com – join code rc101) and find the topic GRADE PITCH – Fall 2021. Here, in less than 5 minutes pitch the grade you think you might get in this course. *Before* you do this—reread the letter you wrote introducing your portfolio & skim back through your papers in your portfolio (including the abstracts). Also consider your engaged attendance (were you in class and on-task?), your participation as a member of your WRITE CLUB (did you show up, share your work, and participate in the feedback process?), your timeliness in getting drafts completed (were your drafts in Dropbox by original deadline?), your effort in making reading, and finding books you want to read, a priority in your life (did you expand your reading repertoire and carve out time to read just for you?), and your efforts at revision (did you take another look, make changes based on feedback, adjust your thinking based on concepts/lessons we learned in class?).

EVALUATION

Your Fall Portfolio will receive a score for being on-time (before end of day Thursday, December 16th) and complete (all 7 pieces requested).

AND ...

An assessment based on performance, growth & development that accounts for both product and process. The introductory/reflective letter, along with the flagged items (RV and VNew), will be read in more detail. Other items will be quick-read/skimmed (along with their respective abstracts). Your grade pitch will also be taken into consideration – but no guarantees.

“Scores” will be assigned holistically as follows:

A	(score of 95%) will be given for work that is exemplary upon “teacher-ready” draft - showing mature writing development, attention to detail, thoughtful discourse, and authentic/appropriate “voice.” (rating 4 = effective)
B	(score of 85%) will be given for work that is adequate upon “teacher-ready” draft – showing glimmers of mature writing development, reasonable attention to detail, thoughtful discourse, and emerging authentic/appropriate “voice.” (rating 3 = effective but w/suggestions)
C	(score of 75%) will be given for work that is developing upon “teacher-ready” draft – developing mature writing style, could improve attention to detail, focus and elaboration, providing sometimes thoughtful discourse, and glimmers/hints of authentic/appropriate “voice.” (rating 2 = less effective but with potential)
D	(score of 65%) will be given for work that is considered unacceptable upon “teacher-ready” draft – generally lacking maturity, attention to detail, thoughtful discourse, and attempt at authentic voice. (rating 1 = less effective needs work)
F	(score of 50%) will be given for work that is shoddy upon “teacher-ready” draft, largely incomplete, incredibly late, riddled with errors, or mostly incomprehensible. (rating WTF = what the freak? maybe try, okay?)

*It is possible to also see scores on the zeros (90, 80, 70, etc.) if your work falls squarely between the two evaluative levels here.