**The Portfolio and Self-Assessment**

The Portfolio and Self-Assessment Essay, required in all sections of composition, are in many ways the most important documents that you’ll create for this class. Assembling the Portfolio will help you to see your progress as a writer over the course of the semester, and the Self-Assessment Essay will give you the chance to evaluate that work based on your own criteria as well as the course learning objectives. The Self-Assessment will also provide you with an opportunity to demonstrate that you’ve understood the rhetorical terms that we’ve been working with all semester—rhetorical situation, purpose, audience, genre, stance, and media—and serve as an introduction to your portfolio.

The Self-Assessment Essay and Portfolio will *not* be evaluated on whether or not you have achieved the goals, but on how well you demonstrate your understanding of the goals that you have achieved and your thoughts about the goals that you have not achieved. Your discussion of the rhetorical terms will be up to you. You might want to devote a section of your self-assessment to this subject alone, or you might want to weave individual concepts—audience, for example—into a discussion of one of your essays that strongly demonstrates the concept.

**The Portfolio**

The Portfolio should include, at a minimum, the Self-Assessment Essay; revised and edited versions of your Language and Literacy Narrative, Summary and Response Essay, and Research Essay; and any additional documents (or portions of documents) you composed over the semester that help you demonstrate the extent to which you’ve met the course learning objectives and developed your understanding of writing and argument. Feel free to add additional documents to the portfolio, depending on what you need to demonstrate that you’ve understood the rhetorical terms and met the course learning outcomes.

In order to better orient readers to your Portfolio, you’ll also need to compose introductions to (or abstracts for) each of the documents you showcase, including your major essays. (Be mindful that the documents you choose to include in your Portfolio should be referenced in your Self-Assessment Essay, which is further explained below. You will describe the documents, and their significance, in your essay. Thus, you’ll need to be very choosy in selecting which documents best represent your learning and development as a writer and be ready to refer to and analyze them in the Self-Assessment Essay.)

The portfolio will be housed on CUNY’s [Academic Commons](https://commons.gc.cuny.edu/). Be aware of the privacy settings, and make your choices according to your own comfort level. While the arrangement of the portfolio is up to you, it should be easy to navigate. As with any Web site, you want to be able to find what you’re looking for without any interference. This might mean scanning handwritten notes, taking screenshots of annotated Web sites, and turning your essays into .PDFs or Web texts.

**The Self-Assessment Essay**

The Self-Assessment Essay is a kind of research paper. Your development as a writer is the subject and the writing itself is your evidence. As you write your Self-Assessment Essay, you’ll be referring to the works you’ve included in your Portfolio. This essay answers two questions: *To what extent have I achieved the course learning objectives? In what ways have my perceptions on what writing is and does evolved this semester?* This essay will thus provide you with an opportunity to demonstrate how you’ve developed as a writer this semester and will serve as an introduction to your Portfolio.

Here are the Course Learning Objectives:

* Explore and analyze in your own and others’ writing a variety of genres and rhetorical situations
* Develop strategies for reading, drafting, revising, and editing
* Practice systematic application of citation conventions
* Recognize and practice key rhetorical terms and strategies when engaged in writing situations
* Develop and engage in the collaborative and social aspects of writing processes
* Understand and use print and digital technologies to address a range of audiences
* Locate research sources (including academic journal articles, magazine and newspaper articles) in the library’s databases or archives and on the internet and evaluate them for credibility, accuracy, timeliness, and bias
* Compose texts that integrate the student’s stance and language with appropriate sources, using strategies such as summary, critical analysis, interpretation, synthesis, and argumentation

To demonstrate that you have developed “reading, drafting, collaborating, revising, and editing,” you would want to include, perhaps, annotations from your bibliography or copies of the notes you took while reading to demonstrate that you have developed flexible strategies for reading. To demonstrate that your drafting process has changed, you might want to include (and refer to in your Self-Assessment) a draft from an early and a late assignment that demonstrate changes in your drafting process. To demonstrate that you have engaged in the collaborative and social aspects of writing, you might include in your portfolio a peer review that you wrote and one that you received. You would then describe these reviews, and their significance, in your Self-Assessment. Use this same approach for all of the Course Learning Outcomes.

### **Format**

3-4 pages (750 -1000 words); Size 12 font, standard margins, double-spaced

**Grading Rubric**

* Have you addressed all of the course learning objectives, even those that you feel you did not spend enough time working on? Have you described the influences on your approach to writing? **— 20%**
* Have you described a change (or a lack of change) in your approach to writing over time? Have you described how your approach to writing functions across contexts, both inside and outside the classroom? **— 20%**
* Have you provided evidence, in the form of your own writing and specific learning moments, that you have developed as a writer? Are you able to identify areas in which you have not progressed, either because you didn’t spend enough time with them or you feel that you had a strong start in those areas? **— 40%**
* Have you effectively revised and edited your four major essays? Does your portfolio include introductions to (or abstracts for) each of the documents you showcase? **— 10%**
* Is your portfolio design engaging, thoughtful and uniquely presented? **— 10%**

*\*Is your portfolio design simple and easy to navigate?*

*\*Have you updated your homepage settings to a static front page?*

\**Is your site title original and catchy?*

*\*Have you used color and contrast to make things simple for your reader?*

*\*Have you considered font and page layout to create a neat, easy to read text?*