

New Paltz Class Requirements - Checklist
(Taken from *English 160- Composition I* Course Syllabus)

To pass Composition I, you must hand in a completed portfolio. This portfolio will be reviewed by at least one other New Paltz Composition instructor (not your current TZ teacher). Your portfolio must be handed in by no later than _____.

Be sure your NP Portfolio contains all of the following:

_____ **1.** A Diagnostic Timed Essay (Baseline Personal Essay - clean copy)

_____ **2 and 3.** Two revised essays from class papers, **including all drafts and pre-writing**
*at least one must include outside sources with correct MLA-format.

Check the two pieces you will include below:

_____ a. College Essay

_____ b. *Into the Wild* Research Response Paper*

_____ c. Pop Culture Research paper* or Senior Seminar Research Paper*

_____ **4.** Mid-term Timed Essay (In-class timed Night Response Paper- clean copy)

_____ **5.** Final Exam Timed Essay (In-class timed Breakfast Club or Internship paper- clean copy)

_____ **6.** Cover Letter (final reflective statement explaining your writing processes and progress towards writing goals throughout the course). This is where you introduce your pieces and discuss how you have grown as a writer during this course. This would also be a good place to explain any less than stellar scores you received on the in-class timed pieces. This letter should be courteous and professional, use appropriate academic language, and attempt to win over the person who will be grading your portfolio.

The portfolio MAY contain:

- Extra essay or project

NOTE: Please put additional work in another pocket of the portfolio folder or in the back of the portfolio binder with a cover page titled: Additional Work.

Permission to use materials anonymously:

I give permission to my instructor or to the English Department to reproduce or use my writings for instructor training or research purposes. I understand that I will not be identified in any way, that my participation is voluntary, and that I may withdraw my permission, in writing, at any time.

_____ Yes _____ No

The works submitted in this portfolio maintain academic integrity and do not violate the plagiarism statement from the SUNY New Paltz *Faculty Handbook*. I understand that any breach of academic integrity may result in failure for the assignment and/or course, and that the instructor maintains the right to report such cases.

Signature

Date