



Department of English

# Graduation Portfolio

Rhetoric and Composition Concentration

**Portfolios are due at the midpoint of the semester in which the student has applied to graduate. Please confirm this date on the university's academic calendar.**

Please note that portfolios WILL NOT be accepted after the due date and WILL NOT be evaluated until they are complete. Since a successful portfolio is a requirement for graduation, students who miss the deadline WILL NOT be able to graduate until the following semester.

**Updated 9/2/15**

## Portfolio Overview

English majors in the Rhetoric and Composition concentration create graduation portfolios online at <http://sites.gsu.edu>. A complete graduation portfolio consists of an author's biography, a minimum of eight texts or artifacts (each accompanied by a brief introduction), and a critical reflection of 1200 to 1500 words. Assignments uploaded to your online portfolio will come from each of your completed Rhetoric and Composition courses. The critical reflection demonstrates your understanding of rhetoric and your development as a writer while a student at GSU.

Every student will include at least one text or artifact from both English 3050 and 4320 (CTW requirement and Senior Seminar). Other courses will vary, depending on that student's choice of electives within the concentration.

### Portfolio Purpose and Audience

The graduation portfolio is an assessment of your learning in your coursework in the English major. Portfolio reviewers—faculty in the Rhetoric and Composition concentration—are especially interested in seeing what skills you have gained, which genres you can produce, what rhetorical principles you know and can apply, and how critically you think about your work. This is a summative review of your learning in the Rhetoric and Composition concentration.

You will discuss the portfolio purpose and audience in more detail in your English 4320 course, and receive guidance from that instructor on the writing of the critical reflection for the portfolio. You also may wish to seek the advice of a faculty member in the concentration outside the 4320 class if they are already familiar with your work.

Remember that your graduation portfolio is online, and therefore potentially accessible by *anyone browsing the Web*. You must consider intellectual property issues (permissions, copyright of texts and visuals, proper citation), ethics, and the appropriateness of your documents for public distribution.

### Before Beginning the Portfolio

All students must register with the Graduation Office three semesters before their anticipated graduation date. There is a fee for the Graduation Audit. If your anticipated semester of graduation changes, please communicate with your departmental advisor and the Graduation Office.

All Rhetoric and Composition concentration students must take ENGL 3050 Introduction to Rhetoric and Composition and 4320 Rhetoric and Composition Senior Seminar before graduation. Engl 3050 is a prerequisite for Engl 4320 and these courses should **not** be taken concurrently. We recommend taking 4320 as close to graduation as possible, in one of your last two semesters. ENGL 3050 and

4320 are offered in the fall and spring terms, but not in the summer sessions. Contact Heather Russell ([heather@gsu.edu](mailto:heather@gsu.edu)) in the English Department Undergraduate Studies office for approval to register for ENGL 4320.

**Note:** On occasion, 4320 Senior Seminar may not be offered every semester. Students should schedule classes accordingly.

When you are ready to begin composing and collecting texts for your graduation portfolio, you first need to activate your account and create your site (blog) at <http://sites.gsu.edu>. See below for a more detailed set of instructions.

## Portfolio Requirements

For graduation and evaluation purposes, students must include the following items in their portfolio:

- **Author's Biography** (250 words or less): Introduce yourself to your readers. Include background information, images, and relevant details about yourself, such as: your major and minor, how long you've lived in Atlanta, your future career plan or goals, honors or awards, favorite quotation, and/or activities you've participated in during your studies—especially internships, key courses for your future career or your favorite courses, or any clubs, hobbies, volunteering, or jobs held.
- **Eight Texts or Artifacts:** Select eight texts or artifacts—one assignment from each Rhetoric and Composition course you have taken—that together represent your learning, growth, and course experiences. These assignments may include multimodal compositions as well as written documents; choosing a variety of genres and audiences is highly recommended. You may upload additional material beyond the eight required items to show your best work within the concentration. You will include a brief introduction for each text or artifact (see below for requirements).
- **Introduction** for each Text or Artifact (a paragraph containing key facts and context to introduce the piece to portfolio readers; see below for details).
- **Critical Reflection** (1200 to 1500 words): See below and the separate handout on the Critical Reflection for more details on this component.

Select your eight texts or artifacts from assignments you completed during any of the following Rhetoric and Composition courses:

- **Engl 3050. Introduction to Rhetoric and Composition (CTW)**
- **Engl 3080. Persuasion: History, Theory, and Practice**

- **Engl 3090. Exposition: History, Theory, and Practice**
- **Engl 3100. Composition Studies: History, Theory, and Practice**
- **Engl 3105. Practical Grammar**
- **Engl 3110. Technical Writing**
- **Engl 3115. Multimodal Composition**
- **Engl 3120. Digital Writing and Publishing**
- **Engl 3125. Digital Media Studies**
- **Engl 3130. Business Writing**
- **Engl 3135. Visual Rhetoric**
- **Engl 3140. Editing for Publication**
- **Engl 4203. Special Topics in Rhetoric and Composition**
- **Engl 4320. Senior Seminar in Rhetoric and Composition**
- **Engl 4510/6510. Grant and Proposal Writing**
- **Engl 4521. Archival Research Methods**

You may also have closely related work to include from other courses outside the concentration. Please see a faculty advisor in Rhetoric and Composition, or your Senior Seminar instructor, to determine which courses are appropriate if not listed.

NOTE: Every portfolio will include at least one text or artifact from English 3050 and English 4320.

## **Introductions for Texts or Artifacts in Portfolio**

Each Introduction for each of your eight texts or artifacts will do the following:

\_\_\_\_: Identify the course for which that piece was composed (course name, number, name of instructor, and semester taken)

\_\_\_\_: Identify your target audience.

\_\_\_\_: Identify the genre.

\_\_\_\_: Briefly summarize the original assignment requirements or purpose.

\_\_\_\_: Explain why you selected this item--why it is significant to you, and how it shows your growth and learning in the concentration.

\_\_\_\_: Describe the item's strengths and qualities.

\_\_\_\_: Describe what you would change, if you had more time to work on the text, or if you decide to revise it in the future.

## Critical Reflection

A separate text from the rest of the portfolio, this reflection will describe and evaluate your learning and experience as a student in the concentration.

Requirements:

- **Length** will be between 1200 and 1500 words.
- **Genre** will blend aspects of personal narrative with persuasive and expository writing.
- **Tone and voice** should be professional.
- **Audience** is faculty in Rhetoric and Composition at Georgia State University, but also admissions committees for graduate programs and professionals involved in hiring and job searches.
- **Content** should develop responses to these prompts:
  - What is your current definition of “rhetoric”? Which theories, figures, readings, assignments, and/or courses have most contributed to your understanding of rhetoric and its purpose in the world?
  - Provide your own definition of “critical thinking,” and discuss specific examples showing how your reading, research, and writing have applied, and demonstrate, critical thinking.
  - In what ways do you think you have grown the most as an author and producer of texts? How have your views, attitudes, and understanding of your writing process, revision, and editing changed?

[See separate handout on writing the Critical Reflection for more details about the content and requirements for this text.]

## Website Portfolios Using Sites@GSU

Sites@GSU, powered by EduBlogs, provides every student with a WordPress blog that is located at Georgia State. Follow the basic steps below to get started. GSU’s IS&T offers extensive help with EduBlogs online and via campus workshops: see “Help & Support” at <http://sites.gsu.edu>.

### 1. Activate Your Account

Begin by activating your Sites@GSU account at: <http://sites.gsu.edu/>

Your site will have an address that ends with the following structure:  
<http://sites.gsu.edu/username>

The student's username becomes the last element of the website address. You will then go through the steps of creating an academic blog to collect, organize, and present the required items for the graduation portfolio.

## **2. Develop the Site**

Sites@GSU blogs provide ample storage space for print documents and other projects, which are all uploaded as media. You can choose from a range of themes and create the required elements in a variety of ways: as blog posts, as pages, and as multiple kinds of media that are embedded or attached.

## **Submitting the Portfolio**

Graduation portfolios are due by the midpoint of the semester you intend to graduate.

**After applying for graduation with the Graduation office, you ALSO need to sign up in the English Department portfolio assessment system at:**

<http://www.wac.gsu.edu/EngDept/signup.php>

If you do not sign up on the English portfolio assessment site, your portfolio cannot be assigned to faculty readers, and may not be assessed. If you have questions about the sign up process or site, contact Heather Russel.

Check the midpoint date of your graduation semester on the university's academic calendar and be sure to upload the link for your sites@GSU graduation portfolio. If we do not receive your link, your portfolio will not be evaluated and you will not graduate in that term.

## **Portfolio Assessment**

Each portfolio will be read by two English Department faculty members who teach in the Rhetoric and Composition concentration. In the event of widely divergent readings, a third faculty member will read the portfolio. The assessment form faculty members will use when responding to your graduation portfolio can be found attached. If your portfolio is determined to be insufficient or incomplete in any way, you will be notified by a staff member in the English Department and asked to revise and resubmit your portfolio. If you are required to resubmit, please make an appointment with a Rhetoric and Composition faculty member for guidance.

# SENIOR EXIT PORTFOLIO—ASSESSMENT FORM

Name of Student:

Semester:

**Concentration: Rhetoric and Composition**

	Excellent	Good	Fair	Poor	Inadequate	Can't Determine
The student's work demonstrates knowledge of the language and history of rhetoric.						
The student's work demonstrates the ability to write with structural integrity and conventional usage.						
The student demonstrates the ability to think critically through writing (CTW).						

**Overall Evaluation**

**Comments:**

**Signature** \_\_\_\_\_