

## Project 4: e-Portfolio & Cover Letter

**Cover Letter Rough Draft due: Dec. 2 at 10:45 AM**

**Final Portfolio Due: Dec. 2 at 11:59 PM**

See more details on the Project 4 rubric.

### WHY ARE WE DOING THIS?

Throughout the semester, you considered both traditional and nontraditional forms of literacy, moving from description, to analysis, to argument and persuasion. You also reflected on your writing processes and knowledge about writing at multiple points throughout the semester. As this class comes to an end, you are going to reflect one more time on the writing knowledge and practices you engaged with this semester. You will reflect on yourself as a writer, what you've learned about and through the various writing assignments and activities of the class, and how the course readings may have shaped and/or changed your understanding and practice of writing. The hope is that by doing so, you'll be able to transfer your writing knowledge and skills to future classes and writing situations.

### WHAT ARE WE DOING?

You will be creating an **e-portfolio** through Blackboard. An electronic portfolio (e-portfolio) is a collection of selected work that you've completed throughout this semester. The purpose of compiling this e-portfolio is to showcase your performance and progress as a student writer in a way that helps you reflect on what you've learned and how you can take that learning beyond this course. In addition to selected work from this course, you will write a reflective cover letter in which you will reflect on your learning, using example and evidence from your own writing to demonstrate your learning. In other words, you will answer the question "What have I learned?" to assess your work and learning and what you will carry over to your future writing situations in and out of the university.

### Step 1: Prepare Your E-Portfolio

Select the work you want to include in your portfolio. Include:

- Project 1 **or** Project 2 (Rough Draft/Final Draft) with peer review, Dr. Kelm's feedback (if applicable), and Reflection
- Project 3 Argument (Rough Draft/Final Draft) with peer review, Dr. Kelm's feedback (if applicable), and Reflection 3
- Three short writing samples (e.g., in-class writing, discussion posts, etc.) – *see GoogleDoc for options*
- Reflective cover letter

### Step 2: Write Your Reflective Cover Letter

In your **reflective cover letter**, you are expected to answer all of the following questions:

1. How has this course changed your knowledge and practice of writing? How has that knowledge evolved as you moved from one assignment to the next in the course?
2. What role did the key terms, course readings, and reflective writing assignments have in changing your knowledge and practice of writing? Which term(s), reading(s), or assignment(s) did you find the most useful?

3. If you are going to tell your peers in other classes about your theory of writing, how would you explain it to them?
4. How are you going to apply your new knowledge and practices of writing in other writing situations inside and outside of the university? What are you taking from this course to your daily writing situations? To ENGL 1020? To writing assignments in other courses?
5. What are the challenges you still face with writing? How do you plan to improve in these areas in future writing projects? How will your newly developed knowledge and practices of writing help you deal with these challenges?

As you answer these questions, you are expected to **support your argument** from the particular materials in your e-portfolio. Give **precise examples** as evidence and make clear **reference** (name of assignment, draft, page number) to help me locate your examples in the portfolio.

Feel free to look back at the reflections you wrote for each unit to help jog your memory about what you learned. (However, do not copy those reflections word for word.) Also, look back through Blackboard to remind yourself what work we did in each unit.

I encourage you to be creative in choosing the genre and format of your cover letter. You can choose to write in one of the following genres: an essay, a letter (to your instructor, to a friend, to a future student in this course), an email, or a narrative/story.

#### **HOW LONG SHOULD IT BE? WHEN IS IT DUE?**

Your cover letter should be **3-4 pages** (~900-1,200 words), **12 pt font**, and **double-spaced**. MLA format does not need to be followed if you choose a genre other than an essay. This portfolio is worth 15% of your grade.

**Rough draft of your cover letter and author's note is due by our final time, Thursday, 12/2 at 10:45 AM** to the Project 4 Workshop **discussion forum** on Blackboard. (See discussion forum for more information.) Bring your cover letter either as a hard copy or a digital copy for workshop. **IF POSSIBLE, BRING A LAPTOP TO OUR FINAL TIME.**

**Final portfolio (including final cover letter) is due by Thursday, 12/2 at 11:59 PM** to the Project 4: Final e-Portfolio **Assignment box** on Blackboard. *Dr. Kelm will show you how to submit in class.*