

## Project 4: e-Portfolio & Cover Letter

Cover Letter Rough Draft due: May 4 at 8:00 AM

Final Portfolio Due: May 4 at 11:59 PM

See more details on the Project 4 rubric

### WHY ARE WE DOING THIS?

Throughout the semester, you have considered how food questions can teach you more about yourself, your communities, and the world around you. You have also practiced many skills crucial to intellectual and academic work: proposal, research, summary, annotation, argument, and presentation. You 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 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. You will also analyze the work you have done and discuss how it highlights your achievements, learning, and challenges. 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 and other courses, 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 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:

- Reflective cover letter
- Project 3 Argument (Rough Draft/Final Draft) with peer review, Dr. Kelm's feedback (if applicable), and Reflection 3
- Project 1 **or** Project 2 (Final Draft only) and Reflection
- Two short writing samples (e.g., in-class writing, discussion posts, peer workshop, etc.) – *see GoogleDoc for options*
- A writing assignment you completed for another course **this semester** (Final Draft only) – *If you haven't had any writing assignment in other courses this semester, you can use a writing assignment from last semester. You can also include a writing that you've completed for your work (with permission to share it), a student organization/club, a volunteering activity, or anything similar. I'll have to approve that selection before you can include it in the e-portfolio. **Assignments from ENGL 0103, 1010, and previous 1020 classes are not allowed.***

See checklist on Blackboard in the Project 4 folder.

## Step 2: Write Your Reflective Cover Letter

You will write about what you have learned this semester, explaining your theory of writing to one of the following audiences:

- a) Students in your major, OR
- b) Students who will take this course in the future

In your **reflective cover letter** addressed to one of the above audience, 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? From concepts and practices, what is your theory of writing, i.e. what do you think/believe/know about writing and its purposes? *Remember to write to your audience!*
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? *Be specific!*
3. How are you applying 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 writing assignments in other courses? To writing situations within your major? To your current or future profession?
4. 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** through particular materials in your e-portfolio. Give **precise examples** as evidence and make clear **references** (name of assignment, draft, page number) to help me locate your examples in the portfolio. *This means you should choose the elements of your portfolio wisely to help support the argument you are making in this cover letter.*

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.

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

Your cover letter should be **3-4 pages** (~1,000-1,500 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 10% of your grade.

**Rough draft of your cover letter and author's note is due by our final time, Monday, 5/4 at 8:00 AM** to the Project 4 Cover Letter Workshop Draft **assignment box** on Blackboard. Bring two printed copies of your cover letter for workshop. **Also, bring a laptop or tablet to work on your portfolio. BRING A LAPTOP TO OUR FINAL TIME. Do not be late!**

**Final portfolio (including final cover letter) is due by Monday, 5/4 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.*