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*English Department*

To: English Department Faculty

From: Dr. Cristina Migliaccio

Date: December 21, 2020

Re: English 112 Portfolio Procedures

All English 112 students must complete a final portfolio. In accordance with the English Department’s policy, the portfolio totals 20% of the student’s final grade. This memo details the final portfolio procedures. Please review this memo carefully, especially if you are a new faculty member. **The ENGL 112 portfolio will be due on the last day of classes.**

**Basis for Final Grade in ENGL 112**

The basis for the final grade, including percentages for each essay and for the portfolio are detailed below:

Assignment Percent of Final Grade

Essay 1 15%

Genre: Critical Analysis Essay, 4-6pp (5%=first draft/10%=second draft)

Essay 2 15%

Genre: Instructor’s Choice, 4-6pp (5%=first draft/10%=second draft)

Essay 3 15%

Genre: Research/Documented Essay, 4-6pp (5%=first draft/10%=second draft)

Journal Entries/Reading Responses 20%

Participation 15%

(In Class/Discussion Board)

Final ENGL 112 Portfolio 20%

\***Note: The portfolio grade serves as an**

**additional grade, not *the* grade for the course.**

Total Grade Percentage for ENGL 112 100%

**English 112 Final Portfolio Content**

The English 112 Portfolio serves as a collection of student work over the course of the semester. Please be sure to inform students that they should keep all of their graded assignments, as they will need to include them in the portfolio. Below is a list of the necessary portfolio components:

English 112 Portfolio Contents

**Item 1: Process Letter (3-4 pages)**

Student-generated letter addressed to his/her ENGL 150 Instructor introducing him/herself, and explaining the process by which he/she has constructed the portfolio for ENGL 112. The process letter should also detail all revisions made across the essays.

**Student should select only 2 of the 3 essays assigned to revise for the Portfolio.**

**Item 2: Revised draft of Essay #1, 2 or 3\***

**Item 3: Revised draft of Essay #1, 2 or 3\***

**\***All revised drafts should include the initial Final draft that was graded along with the grading rubric and all comments.

**Final Portfolio Checklist and Grading Rubric**

The Final Portfolio checklist is designed to ensure that students have included the necessary assignments into the portfolio. A complete or incomplete portfolio will serve as documentation of a student’s performance in ENGL 112.

The Final Portfolio rubric will be used by instructors to evaluate a student’s performance over the course of the semester.

Both the Portfolio Checklist and Grading Rubric are available on the Composition Website:

<http://meccompcourses.weebly.com/engl-112-portfolio.html>

**Final Portfolio Cohort Sessions**

At the end of the semester, instructors will meet their designated Portfolio cohorts to review and discuss the various aspects of portfolio evaluation. Each cohort will be led by a member of the Composition Committee. All instructors should be prepared to meet with their Portfolio cohort on a day during Exam Week.

**EVERY COMPOSITION INSTRUCTOR IS REQUIRED TO ATTEND THEIR COHORT SESSION!**

If you have any questions, please contact Dr. Cristina Migliaccio at [CMigliaccio@mec.cuny.edu](mailto:CMigliaccio@mec.cuny.edu) or a member of the Composition Committee (Dr. Todd Craig, Professor David Hatchett, Professor Karen Pitt, or Dr. Mudiwa Pettus), or visit our Composition Website: <http://meccompcourses.weebly.com/engl-112-portfolio.html>.