

Writing – ESLP 1021

Fall 2009

Website Located at: <https://d2l.mu.edu/index.asp>

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| Instructor: | Brooke Haley | Office Hours: | M & W 9-10:30 |
| Office: | 210 Academic Support Facility | Phone: | 288-3701 |
| Mailbox: | 425 Alumni Memorial Union | E-mail: | brooke.haley@marquette.edu |

This course is designed to introduce you to the basics of written English needed for academic writing in the U.S. university context. The course reviews the basics of paragraph development and focuses on writing essay exams and academic, source-based essays. Other concepts covered include pre-writing activities, selection of topics, thesis statement writing, outlining, and incorporating sources into academic writing through paraphrasing, summarizing, and quoting. The course also provides instruction and practice with identifying and correcting sentence-level grammar and wording problems in your own writing.

Course Learning Objectives

Upon completion of the course, you will be able to:

- write academic paragraphs, research papers, and essay exam responses
- produce sentences with appropriate grammar, mechanics, and vocabulary
- integrate sources into papers via paraphrase, summary, and quotation, using MLA citations
- employ components of the writing process (e.g. brainstorming, outlining, revising, editing, & peer review)
- write under time constraints and write more quickly
- identify writing problems and employ strategies to address them

Course Materials

The College Writer: A Guide to Thinking, Writing, and Researching (3rd ed.) by VanderMey, Myer, and Sebranek

A 2-pocket folder in which to submit your major assignments
1” 3-Ring Binder for Your Final Portfolio

Grades

Final grades will be arrived at by averaging grades received on a mini-portfolio, a take-home exam, two papers, homework, and a final portfolio and weighing them according to the percentages below.

| | | |
|------------------------|------------|------------|
| Mini-Portfolio | (Sept. 21) | 20% |
| Take-Home Exam | (Oct. 14) | 20% |
| Paper #1 | (Nov. 9) | 20% |
| Paper #2 | (Dec. 7) | 25% |
| Homework | | 5% |
| Final Portfolio | (Dec. 15) | 10% |

| | | |
|----|---------|-------|
| A | 93-100% | (4.0) |
| AB | 88-92% | (3.5) |
| B | 83-87% | (3.0) |
| BC | 78-82% | (2.5) |
| C | 73-77% | (2.0) |
| CD | 68-72% | (1.5) |
| D | 60-67% | (1.0) |
| F | 0-59% | |

Mini-Portfolio, Take-Home Exam, and Paper #1 & #2

Formatting

All major assignments must be typed and double-spaced using Times or Times New Roman 12 point font with 1" top and bottom margins and 1" side margins. Each paper should include your name, my name, ESLP 1021, and the due date in the upper left-hand corner of the first page. Each page should also include your last name and page number in the upper right-hand corner, one-half inch from the top and 1 inch from the right margin. Finally, Paper #1 and #2 must include in-text citations and a Works Cited sheet that follow the conventions of MLA.

Submission

The Mini-Portfolio, Take-Home Exam, and 2 papers are due at the beginning of the class period on which they are due (see Late Policy below). Final versions of the Mini-Portfolio and 2 papers should be placed in the right-hand pocket of a folder and brainstorming, outlining, draft (s), and any self review and/or peer review sheets should be placed behind the final version. Any sources that were not given to you in class must be placed behind your paper.

Homework

You will be asked to complete homework assignments throughout the semester. The homework will help to directly prepare you for the major writing assignments and help increase your thinking and fluency in English. Typically, homework will require you to complete a reading, short writing assignment, worksheet, or short writing. You will receive a homework grade of an A, B, C, or F (not done) for each numbered homework assignment that you complete. Please see the "Homework" sheet for further details on the grading.

Final Portfolio

At the end of the course, you will submit a Final Portfolio, in a 3-ring binder. This Final Portfolio will be used to measure how well you achieve the course learning outcomes and is intended to help you to improve your English language proficiency. Your Final Portfolio will contain:

- (1) a reflective letter in which you introduce the portfolio and comment on (a) your writing abilities at the start of the course, (b) the progress you have made, (c) the areas you intend to improve, and (d) specific strategies you will use to improve these areas.
- (2) revision of either the Mini-Portfolio, Take-Home Exam, or Paper #1. The grade on the paper revision will replace the grade already received.
- (3) all your work from the course (diagnostic tests, questionnaires, in-class writings, homework, drafts, self- and peer-assessments, & final versions of graded major assignments, etc.).
- (4) any additional items from your other courses you have taken this semester, which you believe demonstrate the learning outcomes taught in the course .

Information from your portfolio will also be reported to the university as part of the larger Marquette University initiative to assess students' learning. Please see the "Explanation of Final Portfolio" for more details. **This final portfolio is due in my office, 210 Academic Support Facility, on Dec. 15th at 10am.**

Participation and Attendance

Class participation and attendance are extremely important to your success in the course, and you are required to attend and strongly encouraged to actively participate in all classes. **To help ensure that you attend class, if you miss more than 6 days of class, your final grade will be lowered by 2% points for each additional absence. And if you miss more than 9 days of class, you will be dropped from the course and given the grade "WA."** If you receive a "WA," you are no longer allowed to attend the class, and your academic transcript will indicate that you were withdrawn from the course for excessive absences. If you must be absent, I encourage you to let me know in advance. Also, please be on time for class!

Late Policy

Mini-Portfolio, Take-Home Exam, & Papers: Your Mini-Portfolio, Take-Home Exam, and Papers are due on the due dates at the beginning of class. A late major assignment will be lowered one complete letter grade (i.e. A to B) for each class period it is late. If you are absent, you are responsible for ensuring that I receive the assignment by the beginning of class; otherwise, it will be considered late. The only exception to this policy is if you have a verifiable, unavoidable absence. You may submit one paper one class period late without penalty.

Homework: Your homework is due on the due dates at the beginning of class. Late homework will be lowered one complete letter grade (i.e. A to B) for each class period it is late. The only exception to this policy is if you have a verifiable, unavoidable absence. You may submit one homework assignment one class period late without penalty.

Final Portfolio: The Final Portfolio is due on Tuesday, December 15 at 10:00a.m. in my office. No late submission will be accepted.

Inclusive Language & Respect for Classmates

You are expected to use inclusive language or gender neutral vocabulary. For example, avoid "man" or "men" when you mean "human being(s)" or "people." In addition, please treat all people and groups with respect and avoid racist, sexist, and homophobic language. Only inclusive, non-discriminatory language will be permitted in classroom discussions and papers. Please note that if your behavior is disrespectful and/or disruptive that you will be asked to leave the class for the day.

Academic Honesty and Integrity

As a Jesuit institution, Marquette University considers academic honesty and integrity in academic pursuits essential and takes acts of academic dishonesty very seriously. Using the work (wording, organization, ideas) of someone else as your own without careful and accurate acknowledgement and/or allowing someone else to use your work is dishonest and unethical. Using a paper from a previous class or a paper that someone else wrote or revised for you is unacceptable and is considered a violation of academic integrity. Academic dishonesty can result in your receiving a failing grade on an assignment, failing a course, and/or being expelled from the university. See the "Undergraduate Bulletin" for a further explanation of the university's policy.

To help ensure academic honesty and integrity, you must submit copies of all outside sources you use for major papers. If you use a book, you should copy the appropriate pages. In addition, please place an electronic copy of all major assignments in the Dropbox on D2L. I will check each assignment using Turnitin.com (a text-match system). Be sure to also use accurate parenthetical citations and submit accurate Works Cited sheets, which follow the conventions of MLA. **Please be aware that if you submit a plagiarized paper, you may receive a 0% on the paper and academic dishonesty proceedings may be brought against you.**

For extra help with your writing, please visit me during office hours or to visit the **Ott Memorial Writing Center**, located on the second floor of the John P. Raynor, S.J. Library. The Writing Center offers free one-to-one consultations on all writing assignments to the entire Marquette community. Call 288-5542 to schedule an appointment.

**Writing – ESLP 1021
Fall 2009**

Unit #1 Schedule

| | | | |
|---------------|------|---|---|
| Week 1 | 8/31 | M | Class Introduction & Ice Breaker <i>Homework:</i> Complete the Student Information Sheet (Hmwk #1) and the Writing Questionnaire (Hmwk #2). |
| | 9/2 | W | Diagnostic Test <i>Homework:</i> Complete the Take-Home Portion of Your Diagnostic Test and return it to class next time (Hmwk #3). |
| | 9/4 | F | Introduction to Writing Process and Introduction to the Paragraph: Topic Sentences, Controlling Ideas & Support <i>Homework:</i> Skim Ch. 2-Ch. 6 (pp. 27-110) and carefully read pp. 73-80 and the sample paragraphs on pp. 62-65. Then complete the worksheet over the reading (Hmwk #5). |
| Week 2 | 9/7 | M | NO CLASS—Labor Day |
| | 9/9 | W | Feedback on Diagnostics & Discussion of Writing Questionnaires; Goal Setting for the Course <i>Homework:</i> Think about and then write a short essay in which you explain (a) your past experiences with writing, (b) your current strengths and weaknesses in writing, and (c) specific, writing-related goals for the course (Hmwk #4). |
| | 9/11 | F | Introduction to the Paragraph: Common Patterns of Organization, Coherence, & Unity <i>Homework:</i> Complete the worksheet on “Common Patterns of Organization, Coherence, & Unity” (Hmwk #6). Carefully read pp. 36-37 and pp. 48-49. |
| Week 3 | 9/14 | M | Selecting a Topic, Collecting Information (via Focused Freewriting, Listing, Clustering, 5 W’s of Writing); Forming a Topic Sentence; Making an Outline; Drafting Your Paragraphs <i>Homework:</i> Complete the worksheets to prepare for writing your mini-portfolio paragraphs and then write a draft of each paragraph. Bring your completed worksheets (Hmwk #7) and 3 copies of your paragraph drafts (Hmwk #8) to class on Friday . |
| | 9/16 | W | Grammar Focus #1 <i>Homework:</i> Complete the grammar exercises (Hmwk #9). Bring your worksheets and 3 copies of your paragraph to class next time. |
| | 9/18 | F | Peer Review of Mini-Portfolio Paragraphs <i>Homework:</i> Finish revising your paragraphs. Put your final version of your paragraphs along with all your returned homework from the unit in a folder and bring them to class next time. |
| Week 4 | 9/21 | M | Mini-Portfolio Due; Introduction to Unit #2 <i>Homework:</i> See the Unit #2 Schedule. |

Unit #1 Mini-Portfolio

Due Date: Monday, September 21

Mini-Portfolio Description:

For your first writing assignment in ESLP 1021, you will write a collection of 3 different types of paragraphs. For each paragraph, you will choose the topic that you write about. Although possible topics are listed below, you may select your own topics as long as they follow the specified patterns of organization. Note that this mini-portfolio does not require any internet or library research. You should choose topics you are familiar with and use specific details from your own knowledge and experiences. This mini-portfolio counts for 20% of your final grade for the course.

1. Process

You will write a process paragraph. In your process paragraph, you can either (1) give directions on how to do something or (2) explain how a particular event occurred or how something works. Some possible topics include:

- (1) How to stay healthy when you're in college
- (2) How to deal with stress
- (3) How to improve your writing skills
- (4) How to be a good friend
- (5) How to prepare a certain dish
- (6) How to study effectively

2. Comparison/Contrast

You will write a comparison/contrast paragraph. In your comparison/contrast paragraph, you need to compare and contrast two items. Some possible topics include:

- (1) Compare/contrast 2 ways to prepare for an exam
- (2) Compare/contrast high school and college
- (3) Compare/contrast an aspect of your life at Marquette and at home (food, classes, etc.)
- (4) Compare/contrast your mother and father

3. Cause OR Effect Paragraph

You will write a cause OR effect paragraph. In your cause OR effect paragraph, you can either explain the causes OR effects of something. Some possible topics include:

- (1) Reasons why you came to Marquette or to study in the U.S.
- (2) Reasons why some people cheat in college
- (3) Causes of drug abuse, divorce, etc.
- (4) Effects of living in another country
- (5) Effects of getting a college education
- (6) Effects of alcohol abuse, smoking, pollution, etc.
- (7) Effects of a major historical event in your country

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Unit #2 Schedule

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|---------------|-------|---|--|
| Week 4 | 9/21 | M | Mini-Portfolio Due; Introduction to Unit #2 & Introduction to Using Sources in Writing <i>Homework:</i> Bring your textbook to class every day in this unit. Place a copy of your Mini-Portfolio paragraphs in the D2L Dropbox (Hmwk #10). Read the information on pp. 442-445 and pp. 476-481 and complete the worksheet that accompanies the reading (Hmwk #11). |
| | 9/23 | W | Plagiarism & Quoting, Paraphrasing, & Summarizing <i>Homework:</i> Complete the paraphrasing, quoting, and summarizing practice worksheet (Hmwk #12). |
| | 9/25 | F | Peer Review of Summaries & Practice Paraphrasing & Quoting <i>Homework:</i> Read through the sample MLA student research paper on pp. 523-533 and skim through pp. 493-523 and complete the worksheet that accompanies the reading (Hmwk #13). Do the best you can. |
| Week 5 | 9/28 | M | Analysis of Use of MLA in Sample Paper <i>Homework:</i> Review the information covered in class and complete the worksheet (Hmwk #14), which asks you to write a Works Cited entry on your own. |
| | 9/30 | W | Practice Writing Works Cited Sheets <i>Homework:</i> Complete the “Works Cited Sheet” worksheet (Hmwk #15). Be sure to type and print your Works Cited sheet. |
| | 10/2 | F | Peer Review of In-Text Citations and Works Cited Sheets and More Practice <i>Homework:</i> Carefully read pp. 486-489 about integrating sources and complete the worksheet over the reading (Hmwk #16). |
| Week 6 | 10/5 | M | Effectively Using and Integrating Sources into Documented Papers <i>Homework:</i> Read pp. 373-383 about taking exams and complete the worksheet (Hmwk #17). |
| | 10/7 | W | Preparing for and Writing Effective In-Class and Take-Home Exams <i>Homework:</i> Bring any remaining questions you have from the unit. |
| | 10/9 | F | Explanation of Take-Home Exam Format & Evaluation Criteria & Practice with Writing Take-Home Exam Responses <i>Homework:</i> Work on the Take-Home Exam, which is due Wednesday. |
| Week 7 | 10/12 | M | Grammar Focus #2 <i>Homework:</i> Complete the grammar exercises (Hmwk #18). Finish the Take-Home Exam, which is due at the beginning of the next class period. Please put it in a folder along with all your graded homework from the unit. |
| | 10/14 | W | Take-Home Exam Due & Unit #3 Explanation <i>Homework:</i> See the Unit #3 Schedule. |

Unit #2 Take-Home Exam

Date: Wednesday, October 14

Take-Home Exam Description:

For your second writing assignment in ESLP 1021, you will complete and submit a take-home exam that will require you to recall and apply the knowledge that you learned in the unit. Specifically, on the take-home exam you will demonstrate your understanding of (1) summarizing, paraphrasing, and quoting, (2) the MLA documentation style, and (3) plagiarism and integrating sources into your writing, This take-home exam counts for 20% of your final grade for the course.

Take-Home Exam Format

1. You will write a 1-paragraph summary of a source in which you also use one quotation. (25 points)

2. You will paraphrase a short passage from a source. (25 points)

3. You will write in-text citations and a Works Cited sheet for 10 sources. (25 points)

4. You will read and analyze an original source and a paragraph that cites the source. You will then explain whether or not the paragraph uses the source appropriately. (25 points)

Please be sure that you complete your Take-Home Exam ON YOUR OWN. You may not receive any type of help from anyone, including any of your classmates. If you have any questions about the Take-Home Exam, you should contact your teacher. You may not discuss or show your exam or what you have written to anyone else in the class. If you help another student or receive help from another student, you may both receive a 0% on your Take-Home Exams. As we discussed in class, giving or receiving help on an in-class exam or take-home exam is a violation of academic integrity.

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Unit #3 Schedule

| | | | |
|----------------|-------|---|---|
| Week 7 | 10/14 | W | Take-Home Exam Due & Unit #3 Explanation & Introduction to the Topic for the Guided Research Paper <i>Homework:</i> Place a copy of your Take-Home Exam in the D2L Dropbox (Hmwk #19). Read pp. 27-70 and complete the worksheet over the reading (Hmwk #20). |
| | 10/16 | F | Introduction to Academic Essays: Writing Thesis Statements, Introductions, Body Paragraphs, & Conclusions <i>Homework:</i> Read Sample Paper #1 and complete the worksheet (Hmwk #21). |
| Week 8 | 10/19 | M | Analysis of Sample Paper #1 & Analysis of How Sources Are Integrated into the Paper <i>Homework:</i> Read pp. 3-26 and also read, take notes on (Hmwk #22), and then write a summary (Hmwk #23) of your assigned reading. |
| | 10/21 | W | Summaries of Readings <i>Homework:</i> Read pp. 421-446. Also, skim through the readings and then write a tentative research question for your paper (Hmwk #24). |
| | 10/23 | F | NO CLASS—Midterm Break |
| Week 9 | 10/26 | M | Review of Tentative Research Questions; Notetaking Basics; Outlining <i>Homework:</i> Review pp. 475-490 again. Begin to take notes on the readings. Then write a tentative thesis & an outline. Bring your tentative thesis, outline, and notes to class on Friday (Hmwk #25). |
| | 10/28 | W | NO CLASS—Work on Preparing to Write Your Paper <i>Homework:</i> Work on preparing to write your paper. If you are having any problems, please come to the classroom and talk with your teacher. |
| | 10/30 | F | Review of Tentative Thesis, Outlines, & Notes <i>Homework:</i> Begin drafting your paper. Be sure to include in-text citations as you are writing and to work on your Works Cited sheet. |
| Week 10 | 11/2 | M | Grammar Focus #3 <i>Homework:</i> Complete the grammar exercises (Hmwk #26). Also read pp. 71-110 about revising and proofreading and attend your conference. Bring 3 copies of a <u>complete</u> draft (Hmwk #27) to class on Friday. |
| | 11/4 | W | NO CLASS—Individual Conference with Your Teacher |
| | 11/6 | F | Peer Review of Paper #1 <i>Homework:</i> Revise your draft and put your final version of Paper #1 along with all your returned homework, draft(s), and peer review sheet(s) in a folder and bring them to class next time. |
| Week 11 | 11/9 | M | Paper #1 Due; Explanation of Paper #2 & Narrowing Topics <i>Homework:</i> See the Unit #4 Schedule. |

Unit #3 Paper #1

Due Date: Monday, November 9

Paper Description:

For your first paper in ESLP 1021, you will write a 3-4 page double-spaced informative, guided research paper using MLA. You will be given the sources needed to write your paper. Specifically, you will (1) select a topic with your classmates, (2) look through the provided sources and define a research question that the sources answer, (3) read and take notes on the sources that answer your question (4) and then write a thesis-support essay that answers your question and uses at least 4 sources as evidence. This paper counts for 20% of your final grade for the course.

Paper Grading Criteria:

Your paper will be evaluated based on the answers to the questions:

Introduction

- How well is the topic defined and narrowed in the introduction?
- How well is the research question that paper answers stated in the introduction?
- How well does the writer's thesis statement answer the research question?
- How well does the thesis or blueprint statement organize the paper?

Body

- How well stated are the writer's main points via topic sentences at the start of paragraphs?
- How logical and *substantive* is the writer's thinking and support overall?
- How well does the writer incorporate sources to support main points (via paraphrase, etc.)?
- How effective is the organization *between* the paragraphs of the paper?
- How effective is the organization *within* the paragraphs of the paper?

Conclusion

- How well are the thesis statement and the main points summarized in the conclusion?
- How well does the writer open up on a larger issue or topic as a way to conclude the essay?

Overall

- How well does the writer use MLA (formatting, in-text citations, Works Cited sheet)?
- How well does the writer use the conventions of grammar covered in the course?
- How well does the writer employ the conventions of spelling, punctuation, and word choices?

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Fall 2009**

Unit #4 Schedule

| | | | |
|----------------|-------|---|--|
| Week 11 | 11/9 | M | Paper #1 Due; Explanation of Paper #2 & Narrowing Topics <i>Homework:</i> Place a copy of Paper #1 on D2L (Hmwk #28). Select a topic & tentative research question and write it on a sheet of paper (Hmwk #29). Review pp. 421-446 and read pp. 447-474. |
| | 11/11 | W | Review of Topics & Research Questions; Overview of Library Searching <i>Homework:</i> Complete the library preparation sheet (Hmwk #30). Be sure your topic & research question are approved for the paper. |
| | 11/13 | F | Library Day (meet in classroom first) <i>Homework:</i> Complete “Finding Reliable Resources” (Hmwk #31) and bring to class <u>3</u> sources you plan to use in your paper (Hmwk #32). |
| Week 12 | 11/16 | M | Debriefing on the Library Day & Evaluating Sources You Located <i>Homework:</i> Continue searching for sources and begin taking notes. Write a paragraph on your strengths/weaknesses in Paper #1 (Hmwk #33). |
| | 11/18 | W | Revisiting Problem Areas from Paper #1 <i>Homework:</i> Continue taking notes on sources. Also, write a thesis & outline for Paper #2 (Hmwk #34) and bring 2 copies to class along with your notes (Hmwk #35). |
| | 11/20 | F | Review of Thesis Statement, Outlines, and Notes <i>Homework:</i> Begin writing your draft and bring it to your conference. |
| Week 13 | 11/23 | M | NO CLASS—Individual Conferences <i>Homework:</i> Continue writing your draft. |
| | 11/25 | W | NO CLASS—Thanksgiving Break <i>Homework:</i> Continue writing your draft. |
| | 11/27 | F | NO CLASS—Thanksgiving Break <i>Homework:</i> Continue writing your draft |
| Week 14 | 11/30 | M | Grammar Focus #4 <i>Homework:</i> Complete the grammar exercises (Hmwk #36). Finish drafting your paper. Bring 3 copies of your draft to class for peer review (Hmwk #37) and put a copy of your draft on D2L (Hmwk #38). |
| | 12/2 | W | Peer Review of Paper #2 <i>Homework:</i> Continue revisions of paper |
| | 12/4 | F | NO CLASS – Work Day / Individual Conferences <i>Homework:</i> Revise your draft and put your final version of Paper #2 along with all your returned homework, draft(s), and peer review sheet(s) in a folder and bring them to class next time. |
| Week 15 | 12/7 | M | Paper # 2 Due & Explanation of the Final Portfolio & Retake the Questionnaire |

Unit #4 Paper #2

Due Date: Monday, December 7

Paper Description:

For your last paper in ESLP 1021, you will write a 4-5 page double-spaced informative, research paper using MLA. Unlike Paper #1, this paper requires you to select, narrow, and conduct library research *by yourself*. If you need assistance, you can get help from your teacher or a librarian; however, you are expected to carry out your own research. Specifically, you will (1) select and narrow your topic, (2) pose a tentative research question, (3) locate sources that answer your research question from *multiple perspectives*, (3) read and take notes on your sources, (4) and then write a thesis-support essay that answers your question and uses at least 5 sources as evidence. This paper counts for 25% of your final grade for the course and cannot be revised for your final portfolio.

Paper Grading Criteria:

Your paper will be evaluated based on the answers to the questions:

Introduction

- How well is the topic defined and narrowed in the introduction?
- How well is the research question that paper answers stated in the introduction?
- How well does the writer's thesis statement answer the research question?
- How well does the thesis or blueprint statement organize the paper?

Body

- How well stated are the writer's main points via topic sentences at the start of paragraphs?
- How logical and substantive is the writer's thinking and support overall?
- How well does the writer incorporate sources to support main points (via paraphrase, etc.)?
- How effective is the organization between the paragraphs of the paper?
- How effective is the organization within the paragraphs of the paper?

Conclusion

- How well are the thesis statement and the main points summarized in the conclusion?
- How well does the writer open up on a larger issue or topic as a way to conclude the essay?

Overall

- How well does the writer use MLA (formatting, in-text citations, Works Cited sheet)?
- How well does the writer use the conventions of grammar covered in the course?
- How well does the writer employ the conventions of spelling, punctuation, and word choices?

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Unit #5 Schedule

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|----------------|-------|---|--|
| Week 15 | 12/7 | M | Paper #2 Due & Retake the Diagnostic Essay <i>Homework:</i> complete writing questionnaire |
| | 12/9 | W | Explanation of Final Writing Portfolio; Writing a Reflective Letter & Course Evaluation <i>Homework:</i> Begin preparing Final Portfolio |
| | 12/11 | F | Feedback on Retake of Diagnostic Exam Personal Reflection on Semester <i>Homework:</i> Work on preparing your Final Portfolio, which is due in my office (ASF 210) [REDACTED]. Place a copy of the letter and revision on D2L (Hmwk #41) |

**Writing – ESLP 82
Fall 2008**

Final Portfolio

Due Date: Tuesday, May 5 at 10:00am (Brooke’s Office 210 ASF)

Final Portfolio Description:

This Final Portfolio will be used to measure how well you have achieved the course learning outcomes and is intended to help us to assess well you have improved your English language writing proficiency this semester. Your Final Portfolio will contain:

- (1) a reflective letter in which you introduce the portfolio and comment on (a) your writing abilities at the start of the course, (b) the progress you have made, (c) the areas you intend to improve, and (d) specific strategies you will use to improve these areas.
- (2) revision of either the Mini-Portfolio, Take-Home Exam, or Paper #1. The grade on the paper revision will replace the grade already received.
- (3) all your work from the course
 - diagnostic tests & questionnaires
 - in-class writings
 - homework sheets
 - drafts
 - self- and peer-assessments
 - final versions of graded major assignments
- (4) any additional items from your other courses you have taken this semester, which you believe demonstrate the learning outcomes taught in the course .

Final Portfolio Grading Criteria:

Your Final Portfolio is worth 10% of your total grade for ESLP 82. The grade will be based on the quality and accuracy of your reflective letter (5%) as well as the content, organization, and neatness of the portfolio as a whole (5%). In addition, the grade on the revision will replace the grade already received. In some cases, this can lead to a substantial change in your final grade. Please see the “Rubric for Final Portfolio” for further details.