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 6/3/14
**Portfolio Overview**
English majors in the Rhetoric and Composition concentration create their graduation portfolios online by uploading a minimum of six documents and projects, at least one document from every Rhetoric and Composition course they have taken (students may include more than one). Students write an abstract for each project, and then write a new critical reflective essay of at least 5 pages (1000 words) analyzing each document and reflecting on their progress through Georgia State as a rhetor and a writer.

**Portfolio Purpose and Audience**
The graduation portfolio is an assessment of your learning in your courses in the English major. We 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, but not a portfolio that can be used for job search because it may have a different audience and purpose.

You will discuss the portfolio purpose and audience in your Engl 4320 course and receive guidance from that instructor on the writing of the reflective essay 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.

**Portfolio Assessment**
Portfolios will be read by two English department faculty members who teach in the Rhetoric concentration. In the event of widely divergent readings, a third faculty member will read the portfolio. (The assessment form which faculty members will use when responding to your senior exit portfolio can be found at the end of this document so that you can see how your work will be evaluated.) If your portfolio is determined to be insufficient, you will be asked to revise and resubmit. A staff member in the English Department will inform you if you need 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.

**Before Beginning the Portfolio**
All students must register with the Graduation Office three semesters before their anticipated graduation date. There is a $30.00 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 (enghkr@langate.gsu.edu) in the English Department for approval to register for ENGL 4320.

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

For graduation and evaluation purposes, students must include the following items on their site.

- **A Biography** (students can choose what pictures or images to upload)
- **6 documents or projects** from Rhetoric and Composition courses, with **abstracts** (students may include more projects if they wish; one document must be included from both Engl 3050 and 4320).
- **A Critical Reflective Section** (with at least 1000 words)

You must include one document from English 3050 Introduction to Rhetoric and Composition and one document from 4320 Senior Seminar. Additional documents from each rhetoric and composition or professional writing class that you have taken must be included. These courses include

- **Engl 3050, Introduction to Rhetoric and Composition**
- **Engl 3080. History, Theory, and Practice of Argumentative Writing**
- **Engl 3090. History, Theory, and Practice of Expository Writing**
- **Engl 3100. Twentieth-Century Composition Theory and Practice**
- **Engl 3105. Practical Grammar**
- **Engl 3110. Technical Writing**
- **Engl 3115. Document Design**
- **Engl 3120. Electronic Writing and Publishing**
- **Engl 3125, Digital Media Studies**
- **Engl 3130. Business Writing**
- **Engl 3135. Visual Rhetoric**
- **Engl 3140. Editing**
- **Engl 4320, Senior Seminar in Rhetoric and Composition**
- **Engl 4510/6510. Grant and Proposal Writing**

On occasion, we offer a topics or specialty course that may also count as part of your portfolio. Please see a faculty advisor in Rhetoric and Composition or your Senior Seminar instructor for advice and a determination on which courses are appropriate if not on the list above.

The Critical Reflective Essay IS REQUIRED. The essay should be 4-5 pages (about 1000 words) and should introduce each piece in the portfolio. It must include the rationale for selection, the course for which it was written, the assignment requirements, a description of the audience and purpose, and the student’s evaluation of each selection. Students should also describe themselves as writers and the development of their writing process during their college career.
In the essay, students should answer the following questions: What is the most significant text, assignment or topic that you have studied as a rhetoric and composition major and why? How have your views about “good writing,” your writing process, technology, editing and revision, collaboration, and peer review changed as a result of the readings and assignments you have completed in your rhetoric and composition classes? In what ways do you think you have grown the most as a writer?

Remember that the portfolio is web-based, 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. In the blog system we use, a range of privacy options can be selected, which will allow you to use the blog for other audiences or to make their site public going forward if you wish.
Sites@GSU Website Portfolios  
(new site for portfolio construction required beginning Fall 2014)

The portfolio system is use through the end of the summer term 2014 can be accessed at the following address:

http://www.rhetcomp.gsu.edu/efolio

We are decommissioning this system during the summer 2014 semester in order to introduce students to a new form of blog-based portfolio where they have more control, and the responsibility, to design a portfolio and create an online identity.

The new system of EduBlogs at GSU provides every student with a WordPress Blog that is located at Georgia State. Follow the basic steps below to get started. The GSU blog site discussed below has extensive help available. In addition, you should receive some instruction with this system in your Rhetoric and Composition courses beginning in fall 2014.

1. Activate the GSU Sites Account

Begin by activating your "GSU blog" Sites account at:

http://sites.gsu.edu/

Your site will have the address that ends with the following structure:

http://sites.gsu.edu/rhetcomp

The student’s username becomes the last element of the website address. They 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

GSU academic blog sites provide ample storage space for print documents and other projects, which are all uploaded as media. Students can choose from a range of themes and create the required elements in a variety of ways: as blog posts, as pages, as multiple kinds of media that are embed or attached, and so on.

Reading Settings…Site Visibility

A range of privacy options (under) can be selected, which allows students to use the blog for other audiences or to make their site public going forward if they wish.

3. Submission of Portfolio (by the Midpoint of graduation semester)

Students creating a blog portfolio must send the link to that blog to the Rhetoric and Composition division for evaluation. Email your blog link by the midpoint of the semester to Elizabeth Lopez at the following address.

eslope@gsu.edu

Check the midpoint date of your graduation semester on the university’s academic calendar. If we do not receive your link, your portfolio will not be evaluated and you will not graduate in that term.
## SENIOR EXIT PORTFOLIO—ASSESSMENT FORM

**Name of Student:**
**Semester:**
**Concentration: Rhetoric and Composition**

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<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Inadequate</th>
<th>Can’t Determine</th>
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<tbody>
<tr>
<td>The student’s work demonstrates knowledge of the language and history of rhetoric.</td>
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<td>The student’s work demonstrates the ability to write with structural integrity and conventional usage.</td>
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<td>The student demonstrates the ability to think critically through writing (CTW).</td>
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### Overall Evaluation

### Comments:

![Signature:___________________]