

# English Major Exit Portfolio Instructions

All graduating English majors must submit an exit portfolio. The portfolio consists of three papers (ideally) written during the last 30 hours of course work. Portfolio contents should include your best work and, ideally, should demonstrate a sincere attempt at revision and polishing.

## The Contents

During your final semester of course work or Senior Capstone, identify **three projects** that demonstrate the knowledge and skills you have developed over the course of your time at TWU. These projects should represent your best work. Artifacts should demonstrate revision and polishing. The projects you include are not limited to literary analyses; however, at least one project must be an example of formal academic prose in MLA, APA, or Chicago style that demonstrates appropriate use and documentation of research. You may also include digital or alternative media projects, such as websites, infographics, and creative writing projects that include a significant critical component. However, all portfolios must demonstrate the following skills:

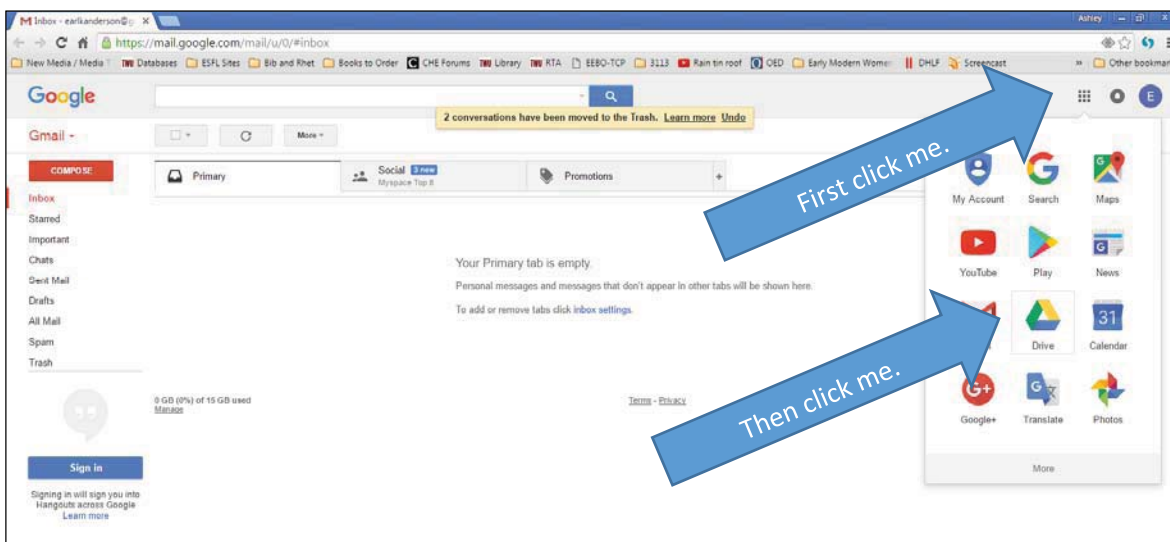
1. The ability to read critically and analyze traditional literary genres and other forms of text.
2. The ability to develop and communicate ideas clearly in writing. This includes sentence-level mechanics and style, a clear focus, and cohesive development.
3. The ability to identify and evaluate appropriate research sources, incorporate those sources into well-documented formal academic writing, and formulate your own arguments based at least in part on those sources.

All written projects should be submitted as Word documents; pdfs are preferred for non web-based digital artifacts, as this will ensure the integrity of the document. If you are submitting a website, submit the url in a Word document. You should submit clean copies of all documents: do not include grades or teacher comments. The final portfolio will contain **three projects with their corresponding assignment sheets**.

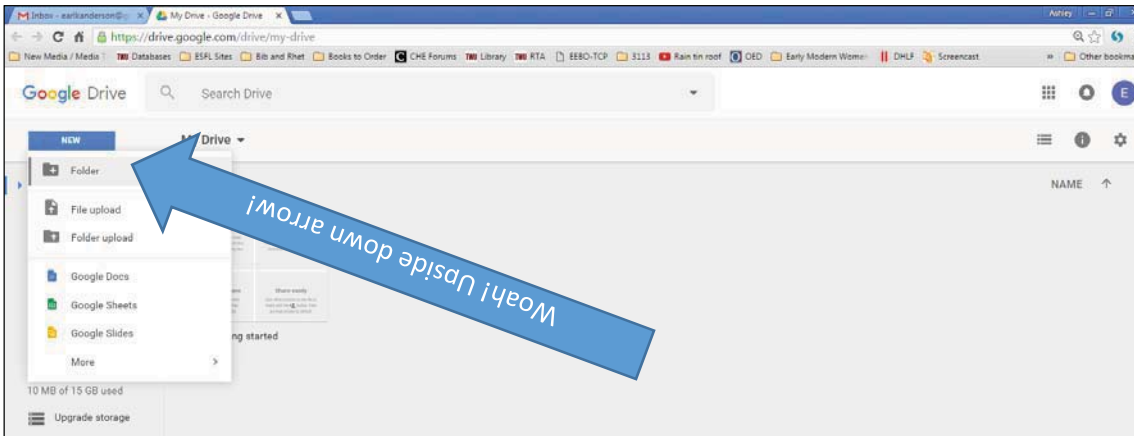
## The Submission Process

Your TWU e-mail provides access to a Google Drive account. This is a free online service that allows you to store and share documents. Follow these steps to compile and submit your portfolio.

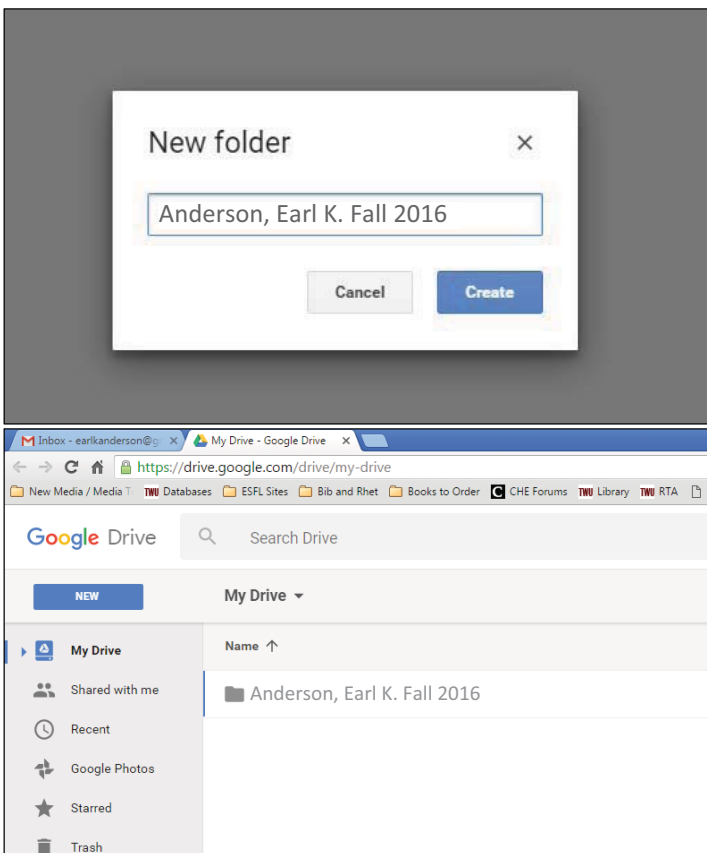
1. Access your Google Drive by going to <http://drive.google.com/> or by selecting the Google apps icon in the upper-right corner of your screen while in G-mail and selecting the Google Drive icon.



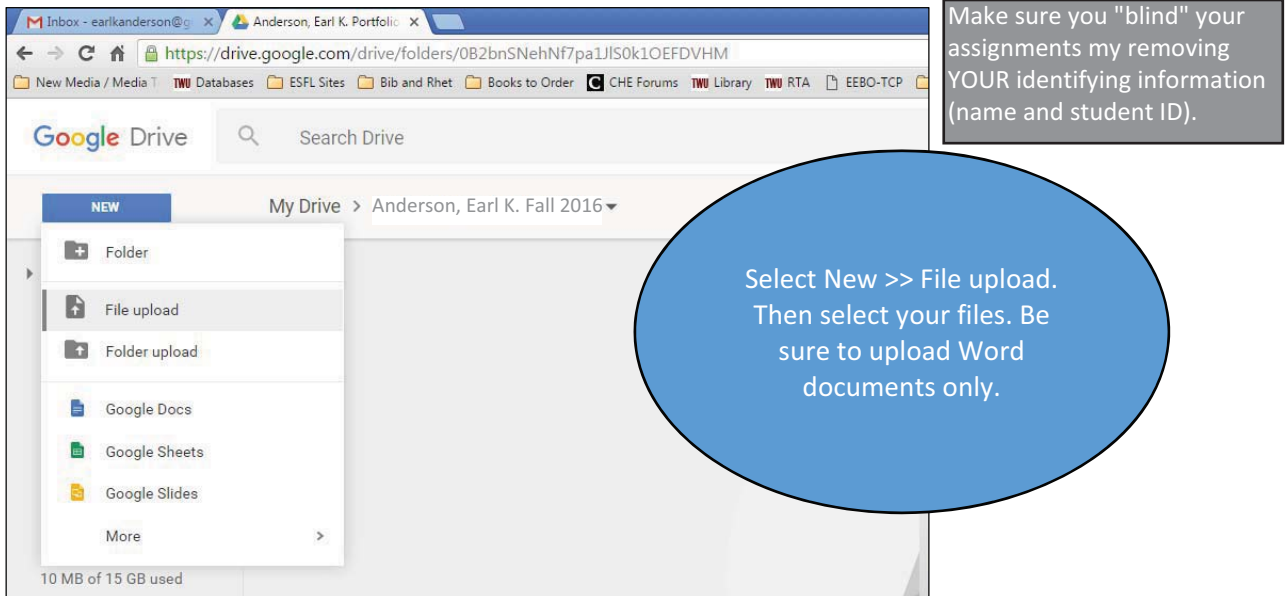
- In Google Drive, create a new folder.



- Title the folder by **LastName, FirstName Semester**

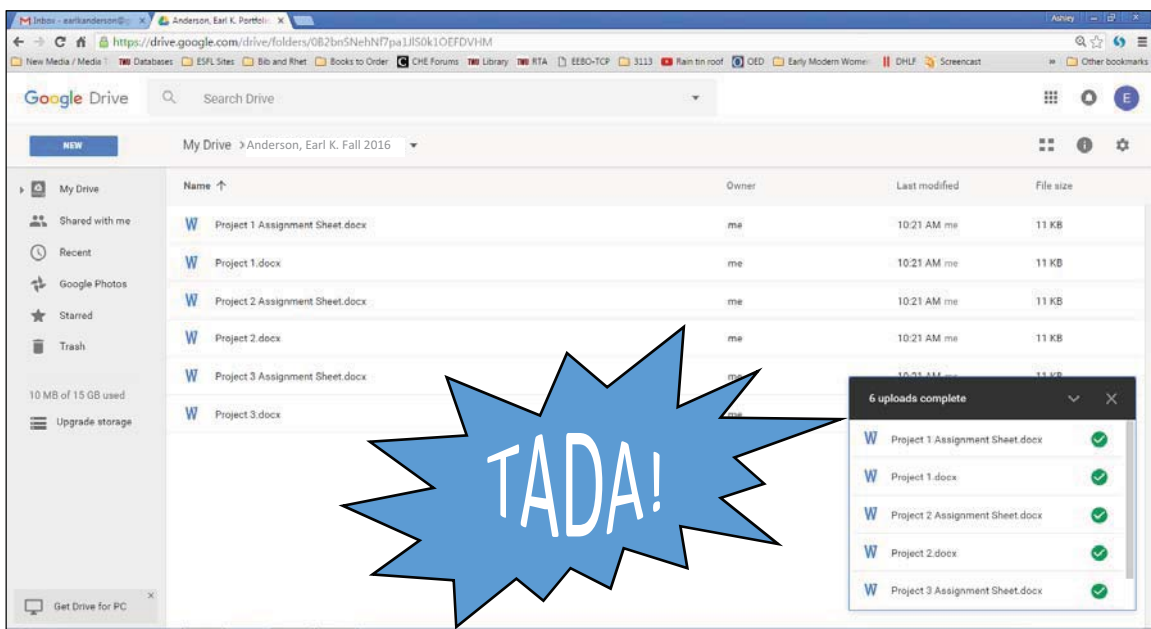


4. Click on the folder to open it. Upload your assignments and assignment sheets. Make sure the titles for these documents have corresponding titles, e.g., "Project 1" and "Project 1 Assignment Sheet."



Make sure you "blind" your assignments by removing YOUR identifying information (name and student ID).

Select New >> File upload. Then select your files. Be sure to upload Word documents only.



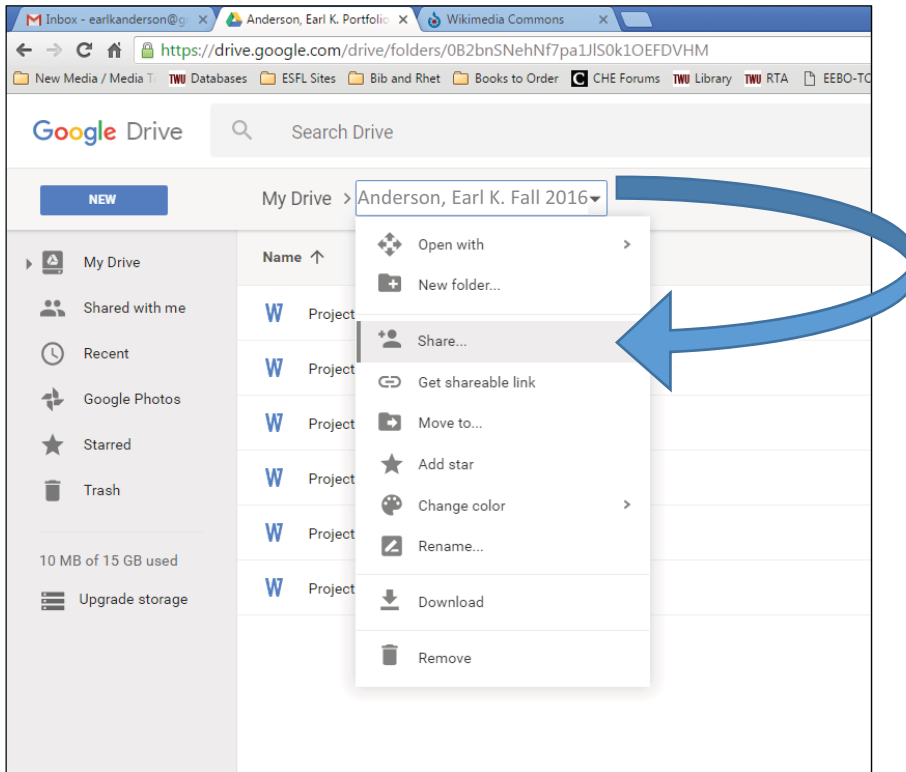
TADA!

6 uploads complete

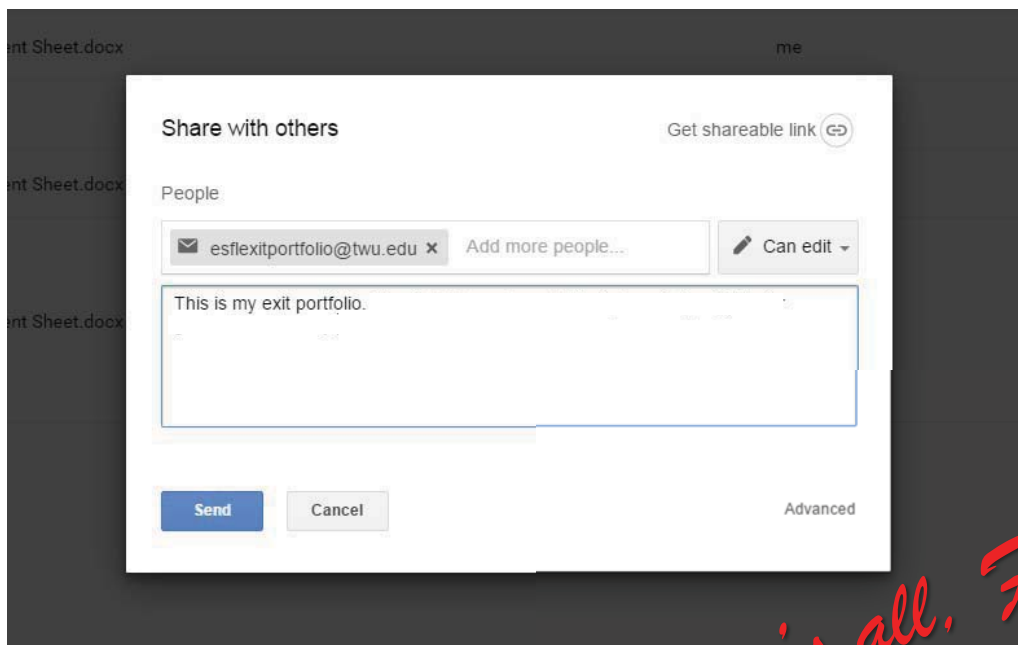
File Name	Status
Project 1 Assignment Sheet.docx	✓
Project 1.docx	✓
Project 2 Assignment Sheet.docx	✓
Project 2.docx	✓
Project 3 Assignment Sheet.docx	✓
Project 3.docx	✓

Almost finished! Now you need to share your portfolio.

- Find the title of your portfolio at the top of the screen, click the dropdown arrow, and select Share.



- Share your portfolio with [esflexitportfolio@twu.edu](mailto:esflexitportfolio@twu.edu) and click SEND. After clicking send, you will need to confirm that you do indeed want to share. Be sure that you leave the share settings on the default "can edit."



*That's all, Folks!*