SUBMITTING YOUR PORTFOLIO

It's time to hand in your portfolio. Your portfolio compromises 38 percent of your grade in this course. A word about plagiarism... Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. This means whether a student copies and pastes directly from another source and passes it off as his or her own, or doesn't cite a source after loosely summarizing it into his or her own words, it is plagiarism, and I have a no-tolerance policy in regards to plagiarism. If you are discovered to have plagiarized in any of your portfolios you will automatically fail the lesson and the course. If you have been labeling your assignments and keeping them together, you will have a much easier time organizing your portfolio. Make sure you put your portfolio together carefully so that everything will be included for your instructor to grade.

Note: Remember to include the Portfolio Submission Coversheet on the following page. An incomplete submission may result in a failing grade for the assignment.

Portfolio Checklist

Please include the following items in this order.

Writing Assignments

Lesson 5

___ 1. Five-page biographical research paper with the following:
   a. Title page
   b. Outline
   c. Rough draft (with corrections)
   d. Final draft—Five or more typed, double-spaced pages.
   e. Works cited page

Lesson 6

___ 2. A copy of your persuasive letter
___ 3. Persuasive brainstorming exercise
___ 4. Rough draft with corrections

Lesson 7

___ 5. Five-paragraph essay
___ 6. Rough draft of essay with corrections

Response Journals

You should have twelve entries—two for each lesson.

___ Lesson 1
___ Lesson 2
___ Lesson 3
___ Lesson 5
___ Lesson 6
___ Lesson 7

Carefully check off each portfolio assignment. Once you are sure you have everything completed, submit your completed portfolio to Independent Study by following the instructions in your Read me First pamphlet.
Portfolio Submission Coversheet
ENGL 47 section 3: Lesson 8

Student Name:
Course Access Code:
Instructor:

*This coversheet must be turned in with your portfolio submission.

**All assignments on the checklist must be turned in together with this Portfolio Submission Coversheet. An incomplete portfolio may result in a failing grade, and a fee will be required to resubmit your portfolio.

Checklist:
___ Blue coversheet from Independent Study
___ Portfolio Submission Coversheet
___ Biographical research paper
___ Persuasive letter
   ___ brainstorming exercise
   ___ rough draft with corrections
   ___ final copy
___ Five-paragraph essay with rough draft
___ Response journal (12 entries, two for each lesson)