

## UWP Writing Minor Portfolios

Writing minors may submit two different kinds of writing portfolios:

**Writing Internship Portfolio** documents the writing done for a writing internship (UWP 92/192) and is required at the end of each quarter of internship to earn academic credit.

**Writing Minor Final Portfolio** is an optional culminating experience in the minor, which involves selecting and reflecting on a selective sample of writing done in courses and internships taken for the minor.

### Writing Internship Portfolio

**To earn credit for a writing internship (UWP 92/192), you must submit a writing internship portfolio at the end of each quarter, including:**

- Essay (4-6 pages reflecting on the learning experience)
- Writing Samples
- Log of hours (signed by site supervisor)
- Site Supervisor's Evaluation

Your audience is the Writing Minor and Internship Faculty Advisor. Your purpose is to document and reflect on the kinds of writing and/or editing that you did for the internship in order to earn academic credit (pass/no pass).

The portfolio should be submitted in hard copy. The portfolio can be stapled or clipped together -- no folder is required.

#### 1. Essay

Write a 4-6 page essay reflecting on the educational experience and your development as a writer during the quarter. What did you learn about writing and about yourself as a writer and how? How did you improve your writing process and/or control over a range of styles and formats? Did you encounter any difficulties or challenges and did you surmount or learn from them? What would you still like to work on?

#### 2. Writing Samples

In the writing samples, include pieces or projects that document the kinds of work that you did and that illustrate what you discuss in the essay. You do not need to include everything that you wrote or different stages in the development of a project (draft and revision), unless these would be useful to illustrate the learning experiences that you discuss.

If some of your work was published (in print or on the internet), include photocopies or prints of the published versions, rather than manuscripts.

This portfolio is hard copy only. If you wrote for publication, you should include photocopies of the published piece(s), rather than manuscripts.

Note that this is different from the final Minor Portfolio, which is much more selective and may draw from any of your courses or internships for the minor.

### **3. Log of Hours**

The log of hours is intended primarily to document the hours that you worked for the writing internship. Keeping track of the time spent on a writing project also develops a skill potentially useful for a professional writer: it will help you to estimate how long a writing project will take, enabling you to estimate the cost of the project and to set appropriate deadlines. This form should be signed by the site supervisor.

### **4. Site Supervisor's Evaluation**

The site supervisor's evaluation confirms the work that was done for the internship and may provide valuable feedback for you and for the faculty sponsor.

## **Writing Minor Final Portfolio**

### **1. Student Learning Outcomes**

As a culminating experience of the UWP Writing Minor, students may compile and submit a portfolio that includes samples of writing from courses and a reflective cover letter on their development as writers. A UWP faculty advisor will read the portfolio and give the student an opportunity for final consultation and informal evaluation. This ungraded portfolio will create an opportunity for students to showcase their work and provide the UWP a vital means to assess program effectiveness.

In total, the portfolio should demonstrate the student's ability to vary writing according to audience, purpose, and genre, with particular emphasis on the ability to

- Manage the writing process to suit the task and situation
- Control style, tone, and structure
- Apply varied rhetorical strategies
- Evaluate and integrate external texts
- Write and edit collaboratively
- Use writing technologies appropriately

## 2. Purposes of Portfolios

The portfolios are intended to serve multiple purposes for the minors and for the minor program:

- as a culminating educational experience: an opportunity to compile a professional quality portfolio, to reflect on the minor, and to receive feedback
- as a way for writing minors to publish their work on the UWP website for personal and professional purposes
- as one means of evaluating the effectiveness of the minor
- as publicity for the minor: a selective showcase of student work.

## 3. Contents of Portfolios

Each portfolio will include

- a cover page
- a table of contents
- an introduction
- a resume
- a range of written work.

Each student will select **3-5 pieces or projects** that together represent their ability to vary writing according to audience, purpose and genre. A **series** of columns or related short pieces may be included as one **project**. Multimedia submissions may also be included.

The majority of the **pieces or projects** (2 of 3, 3 of 4, or 4 of 5) should have been written for courses that satisfied minor requirements, which may include the writing internship. One of the pieces may have been collaboratively written, if the headnote explains the student's role in the writing process. One of the pieces or projects may have been edited rather than written by the student, if the headnote explains the student's role in the editing process and the portfolio includes both the original and the edited versions.

Each piece or project will begin with an **explanatory headnote** (50 to 150 words). This should identify the piece or project and contextualize it: explain its rhetorical situation (the course or work site) and outline the assignment or the task, including the purpose, the target audience, and the topic. Include any information useful for understanding your choices as a writer: what was required and what was optional, chosen, or individually designed.

## Introduction

In your introduction (no longer than 2 single-spaced pages), reflect on the educational experience of the minor program and on your development as a writer. Avoid repeating all of the information in the headnotes. Instead, select and synthesize specific information that helps to clarify the relevance of the pieces or projects to your development: why did you select them and what do they demonstrate about your development as a writer?

Consider multiple audiences as you write your introduction:

- the portfolio review committee, made up of UWP faculty members
- potential employers
- current writing minors and students who are considering a writing minor
- UC Davis community members, such as alumni and administrators

The **cover page** should include your name, your major(s) and minor(s), and the date of submission.

The next page should provide copyright notification.

## Submission Process

Portfolios are due by the beginning of finals week in the student's final quarter before graduating.

Portfolios will be submitted both **digitally** (as a single pdf on disc) and in **hard copy** (spiral bound by a copy shop or enclosed in a **slim** plastic cover appropriate for display on a bookshelf).

At the discretion of the UWP faculty, digital portfolios will be posted on the UWP website in a form accessible to the public. The hard copies of the portfolios will be kept in a UWP library, where other minors or faculty may review them.

By the final quarter before graduation, minors should attend one **workshop** on compiling a professional portfolio and/or consult with a UWP faculty member about the portfolio. The workshop will discuss how to prepare and present a professional portfolio, including both

questions of design (organization, fonts, font sizes, colors, layouts) and technical issues, such as how to apply styles, how to create a table of contents, headnotes, headers/footers, and copyright notification, and how to make a word document into a pdf.

For more detailed instructions for the Writing Minor Final Portfolio, see the Instructions for Creating Digital Portfolios and the Portfolio Design Template posted on this [website](#).