

B.A. in English with Technical and Business Writing Specialization Upper-Division Portfolio

General Description

The Department of English has adopted a portfolio requirement for its upper-division students pursuing the B.A. in English with Technical and Business Writing Specialization. The portfolio provides a tool to measure our joint successes. You will be better able to judge how well you have met the goals of the department, and the faculty will be better able to make decisions on the curriculum, based on the information the portfolios provide.

The benefits of the portfolio project are many. The portfolio's contents will clearly show your own growth as developing English major by demonstrating your mastery of the Department's objectives. The process of building the portfolio will help build a strong relationship between you and the faculty and ensure timely progress toward completion of your degree. Finally, the portfolio will provide you with a collection of your best work in a format that you may be able to adapt as part of a job search or as partial fulfillment of application requirements for graduate or professional school.

Portfolio Development Process

The portfolio will be a selection of your writing produced in upper-level courses and a single reflective essay written specifically for the portfolio. You may begin selecting the portfolio's contents during the first semester of your junior year. After compiling your work in conference with your instructors, you may submit individual portfolio items any time before the appropriate deadline.

If you are graduating in December, the completed portfolio must be submitted by **15 November**.

If you are graduating in May or August (or completing your degree during a Summer Session), the completed portfolio must be submitted by **15 April**.

Guiding Principles

The portfolio requirement is based on the following general principles:

- **Portfolios address the objectives of the department.** Students select materials that show they have accomplished these objectives.
- **Portfolios rely on student initiative and responsibility.** In consultation with instructors, students select and present their portfolios' contents.

- **Portfolios are flexible.** They must meet certain requirements, but they are designed so that students can address the objectives in a variety of ways.

English Department Objectives

Graduates of the B.A. in English with Technical and Business Writing Specialization program should:

- **Demonstrate the ability to write and edit workplace documents.** They should be able to: create research-based and analytical treatments of a workplace need or problem using rhetorically, stylistically, grammatically, mechanically and conventionally effective writing; produce writing for specific workplace needs and use the conventions of common workplace genres; know how to choose audience and situation-appropriate genres and follow common standards of written English; to edit documents for correctness, accuracy, style, audience considerations, clarity and appropriateness of illustrations, and adherence to the *Chicago Manual of Style*.
- **Demonstrate the ability to construct non-personal online projects.** They should be able to: apply the conventions of new media technologies, such as HTML, XHTML, CSS, Flash, blogs, videos, or other online media; skillfully apply the conventions of design as is appropriate for the genre of the files; demonstrate a strong understanding of the techniques for and the limitations of writing for an online environment; demonstrate a strong awareness of audience and purpose for the intended audiences of the projects.
- **Demonstrate reflective capabilities and critical thinking skills.** They should be able to: write reflectively, showing an awareness of technical writing conventions, both past, present, and future; reveal an understanding of cultural concerns, including the challenges of writing and designing documents in a global-context; argue persuasively for an ability to place themselves in current work-place and academic trends, including an awareness of theoretical knowledge and practical application.

Submission Requirements:

1. Survey Completion

Prior to submitting your portfolio, you must complete the online B.A. with Technical and Business Writing Specialization survey located [here](#) or under the assessment page of the department webpage. After taking the survey, you should print out the webpage revealing that you have completed the survey, and then attach it as the first page of your portfolio.

2. Cover Sheet

The second page of your portfolio should be a printed cover sheet (see the final page of this document for a template) that will contain the following information:

- Your name
- Titles of the submissions
- Course names and numbers in which the submissions were written
- Names of the instructors of the courses
- Categories of the submissions

3. Body of the Portfolio

The body of the portfolio will be submitted digitally via a USB flash drive. Save all documents in the body as Microsoft Word files.

The body of the portfolio must include:

- Three submissions from Category No. 1 (see below)
- One submissions from Category No. 2 (see below)
- One submission from Category No. 3 (see below)

The categories for submission are:

1. **Writing and Editing Competency:** Include two submissions from upper-division courses and one paper from English 4360 (papers edited for the workplace or in an internship may be selected with instructor approval and with a signed statement from the appropriate employer that certifies that you were the sole editor of the document). At least one of these submissions must be a report. Each of these three documents should undergo substantial revision from their original drafts. Select papers that have:
 - a. Organization characterized by fluid expression; ideas clearly stated/supported; succinctness; logical sequencing; cohesion
 - b. Style characterized by an authentic voice; sentence variety; effective word choice and usage
 - c. Grammar and mechanics characterized by a mastery of spelling, capitalization, punctuation, agreement, tense, pronoun usage, prepositions and the use of negatives
 - d. The English 4360 example should demonstrate your ability to conduct a substantive edit, meaning that all levels of editing are addressed (audience, content, correctness, accuracy, illustrations).
2. **Online Project:** One online project developed in English 3353, English 4365, or another upper-division course (Web sites developed in an employment context or as part of an internship may also be considered with instructor approval and with a signed statement from the appropriate employer that certifies that you were the sole developer of the Web site). This project cannot have any information about the creator of the project (i.e. your name). For this part of the portfolio, submit a URL that links to your online project. Select a project that:

- a. Demonstrates your understanding of new media technologies, such as HTML, XHTML, CSS, Flash, blogs, videos, or other online media
 - b. Demonstrates your ability to apply writing and designing techniques that address an online audience, using the appropriate techniques to address audiences with visual and motor disabilities, and grammatically and stylistically correct writing
3. **Reflective Piece:** One reflective piece (4-6 pages, double-spaced with normal margins) written in English 4373 that reflects on the process of you learning how to be a professional in technical and business writing. The reflection should:
- a. Explain how each piece in the portfolio provides both detailed examples and analysis of your personal and professional growth.
 - b. Strive to achieve a balance between theoretical knowledge and practical application; that is, reveal theories, theorists, or concepts that have informed your understanding of technical and business writing.
 - c. Examine your weaknesses, your future plans, and your growth of cultural knowledge.
 - d. Address how the revisions you made in the “Writing and Editing Competency” documents reveal your continued learning since you originally wrote them in your courses.

4. Submission of the Portfolio

The survey completion sheet, the cover sheet, and the USB flash drive should all be turned in to the English Department’s Office Coordinator.

Instructors’ Roles in the Portfolio Development Process

While compiling the portfolio’s contents is the student’s responsibility, instructors should be sources of clarification during the process. Faculty members expect to see student progress during each academic term and can therefore help assemble the portfolio.

Confidentiality

Once submitted to the Department of English, the portfolio and its contents become the property of the Department of English and will not be distributed beyond faculty who assess departmental effectiveness. You should save a copy of all portfolio materials to use when seeking employment or applying to graduate school. All portfolio materials will remain in locked files to protect the integrity and privacy of those materials. Further, the portfolio and its contents will not be returned to students who submit the portfolios.

Cover Sheet
Technical and Business Writing Portfolio
Department of English
Angelo State University

Your Name:

Please fill in the table's columns with the appropriate information:

1. your submission's title
2. the course number (e.g., 3351, 3352, etc.) in which the submission was written;
3. the last name of the instructor of the course.

If the submission is your reflective essay then fill in only the title column.

Submission Title	Course Number	Instructor	Category of Submission
1.			
2.			
3.			
4.			
5.			
6.			