

name

C H E C K L I S T

# FINAL PORTFOLIO

It is imperative that your final portfolio contain a complete record of your work all quarter, including materials never turned in—drafts, notes, and research materials—and a draft of your self-evaluation. Your portfolio can dramatically affect your credit award and your evaluation.

**YOUR PORTFOLIO NEED NOT BE EXCESSIVELY FANCY, BUT MATERIALS IN IT MUST BE NEATLY ORGANIZED AND EASY TO FIND. YOUR PORTFOLIO MUST CONTAIN COURSE MATERIALS IN THE ORDER PRESENTED BELOW. WITHIN EACH CATEGORY, ORGANIZE MATERIALS UNIFORMLY AND CHRONOLOGICALLY.**

**LABEL ANY EXTRA ITEMS CLEARLY, PARTICULARLY ANY REQUIRED REVISIONS OR MAKE-UP OF MISSING WORK.**

- CHECKLIST:** this page should be the first item in your portfolio as a checklist.
- INTRODUCTION :** In a short essay (2-3 pages) discuss the work contained in your portfolio. In the course of your discussion, identify the strongest piece overall and discuss what makes it your best work. Also identify the weakest piece, and discuss what makes it so.
- DRAFT OF YOUR SELF-EVALUATION:** on the official Evergreen form along with notes from the self-evaluation workshop. notes: \_\_\_\_\_

**SEMINAR PAPERS:** You should have 3. Include faculty responses and any drafts or revisions.

- SP1: Sayles-Foner, Barth, *Gods & Monsters* notes: \_\_\_\_\_
- SP2: *Regeneration & Gallipoli* notes: \_\_\_\_\_
- SP3: *The Collected Works of Billy... & Gore Vidal's Billy...* notes: \_\_\_\_\_

**SYNTHESIS PAPERS:** You should have 2. Include faculty comments, drafts, and revisions.

- Synthesis #1 notes: \_\_\_\_\_
- Synthesis #2 notes: \_\_\_\_\_

**PIECES:** You should have 6, one of which is your Thursday piece. Include (in this order) the Revision Strategy, the completed worksheet, and the manuscript with the “Author’s Note” (+any other related materials). Include faculty comments.

- WP1: From Sassoon’s Diaries notes: \_\_\_\_\_
- WP2: Character Development notes: \_\_\_\_\_
- WP3: Fake-Realnotes: \_\_\_\_\_
- WP4: 3 Settings notes: \_\_\_\_\_
- WP5: First Three Pages notes: \_\_\_\_\_
- WP6: Another Three Pages (no revision strategy or worksheet) notes: \_\_\_\_\_
- THURSDAY PIECE:** Include (again) the manuscript that you submitted for Thursday critique and any relevant notes.

- FILM JOURNAL:** this does NOT need to be typed.

**FINAL PROJECT MATERIALS**

- Workshops, notes, bibliographies, & drafts not already included above.
- Project Proposal
- Project Outline

**FINAL DRAFT**

- Introduction: In 1-2 pages, discuss: your writing process and your struggles/successes with your final project; your use of sources and acknowledgements (see Glück); what you did in your project group; what you learned about historical literature and “imagining the past” from your work on the project.
- Final Draft of Project.