***English 488***

***Spring 2013***

##### *Final Portfolio*

Aside from your internship, the final portfolio is one of the main components of this course. As many of you know, a portfolio consists of what you believe is your best work. Drafts of the various contents of your portfolio are submitted to your peers and instructor for comments throughout the semester. Students use these comments to revise their work extensively before it is submitted at the end of the semester. The portfolio, then, represents the student’s absolute best work.

This semester, you will produce a professional portfolio that showcases your strengths and presents you as a professional writer. It will allow you to develop your professional identity, helping you to construct a professional ethos for yourself. A professional portfolio is not only a good way to highlight your talents when it comes time to look for a job; it also establishes you as a professional by collecting the most representative samples of your abilities.

The basic components of the portfolio are a professional webpage with links to an online resume and social network profiles, as well as samples of your work. Most of the students in the class will already have drafts of each of these components, produced in previous PW courses. This is your opportunity to revise these documents to the best of your ability as you take the next step in pursuing your career.

You will submit your portfolio in web form (certain jobs may require a print portfolio; you may also submit your portfolio in print form if this is most appropriate for the jobs to which you are applying). This means that your professional website will serve as the “hub” through which the other portfolio components will be found. Some basic requirements and deadlines are listed below.

***Portfolio guidelines:***

* Your professional website may be based on a template, but you need to modify it
* You must include both a web version and a printable version of your resume
* You must provide an email address that will be stable for at least the next year
* You must include sample documents that represent your best work over the last 2-3 years
* You must include links to social networking profiles
* You must include a navigation menu, site map, and/or breadcrumbs for the website
* You must provide an alternate web space that will be accessible after you leave Purdue

When you submit the portfolio, I ask that you also ***submit a reflective email to me that includes the website address and details the rhetorical choices you made in constructing your portfolio****.* You will need to address what kind of ethos you tried to develop through the site design and the information you included.

Throughout the semester, we’ll look at sample student and professional portfolios to get ideas about design and content. Feel free to post other samples you’ve found to the class list.

***Schedule for Component Submission to Peers and Instructor:***

February 13 Workshop resumes—bring copies for peer and instructor feedback

March 6 Workshop social networking profiles—share links for peer and instructor feedback

March 27 Workshop portfolio design—bring copies for peer and instructor feedback

April 10 Workshop writing samples—bring samples for peer and instructor feedback

April 24 Workshop final portfolio—bring in drafts of final portfolio for peer comments

May 1 Final portfolio and email due to instructor by 5pm