

**FAIRHAVEN COLLEGE
WRITING PORTFOLIO INSTRUCTIONS AND EVALUATION FORM**

Student Name _____ Student #W _____ Email _____

Advisor _____ Quarter Registered _____ Quarter Completed _____

PAPERS Student: Complete The Section Below Title, Type of Paper (i.e., documented argument, expository, narrative, etc.) and, if appropriate, the Citation Style used	SUBSTANCE Content, Thesis, Argument, Use of Evidence and Examples, Development of Ideas and Perspective, Quality of Sources, Awareness of Audience		STRUCTURE Organization, Transition, Flow, Coherence		STYLE Grammar, Mechanics, Punctuation, Spelling, Sentence Construction, Clarity of Language, Documentation, Development and Appropriateness of Voice	
WRITTEN INTRODUCTION AND WRITING PLAN		N D M		N D M		N D M
PAPER #1		N D M		N D M		N D M
PAPER #2		N D M		N D M		N D M
PAPER #3		N D M		N D M		N D M

N = Needs Work (does not meet expectations of beginning third year college writing) **D = Developing** (meets expectations of beginning third year college writing) **M = Mature** (exceeds expectations of beginning third year college writing)

STUDENTS MUST INCLUDE A COPY OF THEIR WRITING PLAN: Date of Writing Plan: _____

Overall Evaluation (Circle)	Needs Work	Developing Pass	Mature Pass
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Comments:

Reader Name: _____ **Signature:** _____ **Date:** _____

Reader #1: Pass portfolio to next reader. **Reader #2 (Advisor):** Return one copy of forms and portfolio to student. Forward green copies and introduction to Jackie McClure for student file.

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INSTRUCTIONS:

Requirement:

Fairhaven 305a (Writing Portfolio and Transition Conference) *must* be completed before you register for Fairhaven 303a (Concentration Seminar).

Procedure: Assemble a portfolio containing *two* copies of this form (with student and paper information filled in) and representative examples of your writing at the college level written during the past three years. The papers must be from at least two different courses and instructors. All papers must be typed, free of error and without handwritten comments in the margins. Submit your portfolio to the Writing Portfolio Coordinator no later than the end of the third week of the quarter in which you plan to receive credit (or on the due date listed on "Fairhaven College Important Dates"). Your portfolio will be read by your Fairhaven advisor and another faculty reader. They will base their evaluations on the quality of your writing's Substance, Structure, and Style, as listed on the other side of this form. In addition, the readers will consider whether or not your papers demonstrate a consistency in performance or growth and development in skills.

CONTENTS OF THE PORTFOLIO:

Writing Plan: Include a copy of the Writing Plan you developed in Fair 201a and any attachments or adjustments made. (Students who entered Fairhaven prior to Fall 2002 may not have a Writing Plan, and thus can skip this portion of the portfolio.)

Written Introduction: In essay form, please address the following questions: What are the strengths and weaknesses in your writing? What progress have you made in your writing since you developed your Writing Plan, or began college? How

is that progress evident in your portfolio? How do your papers represent your development as a writer? Did FAIR 201a, Critical and Reflective Inquiry, help improve your writing skills? If so, in what ways? What do you see as your biggest challenges ahead in your writing? It is important that you also provide a detailed context for each piece of writing included in your portfolio: when you wrote the paper, the assignment or occasion, the intended audience, what you hoped to accomplish in this writing, and a reflection on how well you accomplished your aim and what you might do differently now if you were to rewrite it. You may use the evaluation categories listed on the other side of this form to help you organize your essay, if that helps.

Three papers: All must be at least 1250 words in length. One must be a documented argument/research paper that presents a clear thesis statement, thoughtfully considers others' ideas, includes your own argument and uses at least five credible sources. A second paper should also be an expository prose piece that reflects your ability to think critically and to support your position: that is, it may be another research paper, a critical analysis, a book review, an argumentative essay, or a discussion of a problem or issue. The third paper may be a prose selection of your choice that illustrates your competency in and facility with the English language, such as a story, a personal narrative, a piece of journalism, another expository essay, a reflective essay, a report, a polemic, or an exceptional self-evaluation.

Please write down below the names of the faculty members and student who will participate in your Transition Conference:

Advisor: _____

Faculty Member: _____

Student: _____