UNM-Taos English 102 Portfolio Guidelines
Adapted from First-Year Writing at the University of New Mexico

**Portfolio:**
- The Portfolio includes two of the three essays (your final research paper and another) that were assigned over the semester. All work done for your research essay, from brainstorming to the final should be included in the Portfolio. If you choose to revise the first two essays after the final version has been returned to you - your Instructor can offer you extra credit.

  **Front**
  - Reflective Letter

  **Middle**
  - Research Paper + draft + pre-work

  **Back**
  - Optional Essay + draft + pre-work

Make sure to check that only your initials occur in your portfolio and never your full name.

- Research Paper: A significant portion of 102 focuses on research, with students writing at least one research paper. Each student chooses a particular question or problem and becomes something of an expert on that topic. In this way, students engage in meaningful arguments about problems that matter to them.
- Reflective Letter: This is to be placed at the very front of your portfolio. The reflective essay or cover letter discusses the content of the portfolio and explains how it demonstrates your achievement of the student learning outcomes for the course.
- The Revision Process: By including your work from brainstorming to outline to rough draft and then to the final draft, you are showing that you can take all necessary steps in writing an essay.

**Process:** Your English 102 portfolio will be evaluated by a committee of English 102 instructors.
- The research paper will be read by a different Instructor from the English Department than the one teaching your class. This Instructor will deem your paper(s) as passing or not passing. If a “no pass” has been determined, a second instructor from the English department will review your portfolio. Split opinions go to a third reader.
- In English 102, the portfolio serves as an “exit assessment” that determines whether you have satisfied the University Writing Requirement. If the committee evaluates your portfolio as a “no pass,” you cannot pass English 102, even if you have a passing overall grade.

**Pass/No Pass:**
- If you have received a “No Pass” on your portfolio but have done the necessary work in the actual 102 class (and have received a passing grade in the course) you will be offered the opportunity to take Writing Skills Workshop (293), a 1-credit course that will help you polish your final essay(s) to be resubmitted to the Portfolio Committee. You will be given an Incomplete and have up to one year to take the Workshop and complete the English 102 requirement and grade change.
- If you have received a “No Pass” and if you have not suitably completed the necessary work for 102, you will then be asked to re-take English 102. You will be given a C- or lower.
- If you receive a “Pass” on your portfolio, your Instructor will then give you a grade based on the parameters set out in their syllabus.