# Portfolio Specifications

A carefully maintained portfolio allows both you and me to monitor practice, to retrace processes, and to reflect upon decision-making. Spend some time each week keeping your portfolio current and organizing and filing various pieces of your work. I will ask for a weekly audit of the portfolio to assess how the work is going (worth 15% of overall grade). Please organize the portfolio in any manner that suits you, but be sure the following sections are included:

**Logs-L’s** are written responses to texts we read and consider in this class. **Please number and date the logs L1, L2, L3, etc**. Your responses in these log entries will be varied. Use the framing questions for the course mentioned above to help guide your logs. You might focus on the way the pieces are crafted: use of detail and metaphor, sentence variety, narrative structure, verb tense, narrator’s voice, etc. You might focus on the point of the writer and whether or not you agree with it. You may also respond by making personal connections with the text, comparing and reflecting on your own experience in similar incidents or with similar feelings. The log documents the writer at work as a reader. Use your writer’s eyes to examine and interrogate these texts. **I expect you to log on at least one text you read per week**. **You should have at least 14 logs by the end of this semester**. These logs should be about 500 words in length. The important thing is that you find a consistent and meaningful way to think in writing about the reading. Click [here](http://gargoyle.arcadia.edu/faculty/gustavsl/logs605.htm) to see quality examples of logs.

**Writings-W’s** are your writings coming from the experiments presented in class (including but not limited to: memoir pieces, poems, short short stories, plays, speeches, biographies, and essays). **Any time you begin a piece of writing, date it and number it W1, W2, etc.** Keep all preliminary work including: brainstorming, doodles, and lists. Keep matchbooks, backs of envelopes, bar napkins, yellow stickies, and note pads. Keep and number any artifacts that show you at work as a writer. If you are working on a computer, print hard copy drafts and jottings and/or include short anecdotal accounts of each time you boot up. Especially keep multiple drafts of a piece as it grows and changes. Work in any manner that is comfortable for you, but keep a good record of that effort.

**Reflections-R’s** are writings you do in response to questions about how your work is going and about life in general. R’s offer you the opportunity to monitor your processes as a writer, reader, and thinker and let me look over your shoulder as you work. Audits, critical thoughts about your work and writing, accounts of how you plan to pull your pieces together, ruminations about life in general, the beginnings of potential pieces of writing, and Post Product Analyses are just some of the ways we’ll use the R’s. **I would like you to reflect at least once a week above and beyond the weekly audit.** These reflections should be at least 500 words in length. Click [here](http://gargoyle.arcadia.edu/faculty/gustavsl/reflections605.htm) to see quality examples of reflections.

**Inquiry and Research-IR’s** I see this section as being invaluable to your writing as well as how you make this course relevant to you. **Any time you find something of interest for your writing or other projects, date it and number it.** Think about this space in your portfolio as an archive of sorts for everything you collect that is related to pieces you are working on, a resource of documents, websites, phone numbers, etc. that help you be a writer as well as issues that interest you personally.

I will collect your portfolio four times over the semester. Consult the Course Outline sheet for due dates.

Organization and Marketing 10%

Amount of Writing (memoir drafts, poetry, short shorts, essays, experiments) 20%

Reflections (audits, thoughts on writing, musings on life and class) 25%

Log Responses 25%

Inquiry and Research Effort 20%