Portfolio Instructions, Checklist, & Coversheet Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due \_\_\_\_\_\_

**PORTFOLIO Instructions:** Choose which kind of portfolio you will create. Check that option. Then, gather the required components in the order of the checklist. If you have a digital or other non-binder portfolio, then your publishable quality draft should be easy to find and identify by using titles that match this sheet. **TURN OVER**.

\_\_\_\_\_I will publish a digital portfolio in PowerPoint, Prezi, Weebly, or some other digital format.

\_\_\_\_\_I will publish a portfolio in a binder.

\_\_\_\_\_I will publish a creative portfolio that is neither a binder nor a digital portfolio.

**PORTFOLIO Checklist and Coversheet**

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| Check | Required Components | | Earned | Possible |
| \_\_\_\_\_\_ | This page is filled out completely. | | \_\_\_\_\_ | \_\_10\_\_ |
| \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_ | Academic RATE Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Publishable quality draft in a binder or non-binder display.  All rough drafts are behind the publishable draft in a binder or in a folder for digital or non-binder portfolios.  All rubrics used and notes taken during conferences are attached. | | \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ | \_\_\_2\_\_  \_\_\_5\_\_  \_\_\_5\_\_  \_\_\_2\_\_ |
| \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_ | Academic ESSAY Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Publishable quality draft in a binder or non-binder display.  All rough drafts are behind the publishable draft in a binder or in a folder for digital or non-binder portfolios.  All rubrics used and notes taken during conferences are attached. | | \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ | \_\_\_2\_\_  \_\_\_5\_\_  \_\_\_5\_\_  \_\_\_2\_\_ |
| \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_ | Genre of choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Publishable quality draft in a binder or non-binder display.  All rough drafts are behind the publishable draft in a binder or in a folder for digital or non-binder portfolios.  All rubrics used and/or notes taken during conferences are attached. | | \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ | \_\_\_2\_\_  \_\_\_5\_\_  \_\_\_5\_\_  \_\_\_2\_\_ |
| \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_  \_\_\_\_\_\_ | Genre of choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Publishable quality draft in a binder or non-binder display.  All rough drafts are behind the publishable draft in a binder or in a folder for digital or non-binder portfolios.  All rubrics used and/or notes taken during conferences are attached.  SUBTOTAL: Turn over for complete grade. | | \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ | \_\_\_2\_\_  \_\_\_5\_\_  \_\_\_5\_\_  \_\_\_2\_\_  \_\_100\_\_ |
| Component | | Requirements | Earned | Possible |
| Reading Goal | | **Write your responses here**: What kinds of text do you want to read? Why? How many of these texts do you want to read? Why? Does reading level, vocabulary, or text complexity matter to you? Why or why not? | \_\_\_\_\_ | \_\_10\_\_ |
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| Reading Reflection | | **Type a ½ to 1 page double-spaced, 12-point Times New Roman font response and attach to this page**: How well did you achieve your goals? Explain. Did your goals evolve? What did you actually accomplish compared to what you set out to accomplish? Why? | \_\_\_\_\_ | \_\_30\_\_ |
| Writing Goal | | What kinds of text do you want to write? Why? How many of these texts do you want to write? Why? What are your strengths? What do you want to develop in your writing? Why? | \_\_\_\_\_ | \_\_10\_\_ |
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| Writing Reflection | | **Type a ½ to 1 page double-spaced, 12-point Times New Roman font response and attach to this page**: How well did you achieve your goals? Explain. Did your goals evolve? What did you actually accomplish compared to what you set out to accomplish? Why? | \_\_\_\_\_ | \_\_30\_\_ |
| Grade | | **Type a ½ to 1 page double-spaced, 12-point Times New Roman font response and attach to this page**: If you had to grade yourself as a reader and a writer, what grade would you give yourself? Be honest, and explain why you chose that grade. You may give yourself 2 separate grades, one for reading and one for writing, if you prefer. | \_\_\_\_\_ | \_\_20\_\_ |
| TOTAL | | **COMMENTS** | \_\_\_\_\_ | \_\_200\_\_ |