ONLINE PORTFOLIO OVERVIEW AND GUIDELINES

Your online writing portfolio will be the largest part of your grade in this course - a minimum of 40% of the final grade (possibly more depending on the final number of assignments).

The online portfolio is a compilation of writing assignments that you do on a weekly basis throughout the semester - writing exercises, essay proposals, drafts, peer reviews, etc.

The chief purpose of the portfolio is to help you practice and improve your writing through varied, informal exercises that are designed to complement the finished, graded essays that you also will write for the course.

You should expect, on average, between two and four portfolio assignments per week.

Generally, the assignments will be graded on a pass/fail basis. In other words, assignments will receive an "A" when they are completed and submitted on time. They will receive a "0" when they are not submitted on time.

Sometimes an intermediate grade will be given (for example, a "B," "C" or "D" etc.) when the assignment doesn't reflect enough effort or follow instructions.

All portfolio assignments must be submitted to Turnitin.com on time, on the given due date. The majority of assignments will be due by 11:00 PM on the due date.

Assignments always can be submitted earlier but after the closing time (again, normally 11:00 PM), assignments no longer can be submitted.

Late assignments will not be accepted and will receive a grade of zero.

The only exception to the late policy above is if and when a documented, medical emergency occurs.

(If such an emergency occurs, as soon as you are healthy enough to return to class, submit the medical documentation covering the entire emergency period to your instructor, along with paper copies of the missing assignments.)

All other reasons for missing an assignment, including, but not limited to, computer or car trouble, unverifiable maladies, romantic problems, important business trips, "greek" events, ailing siblings, weddings, funerals, identity theft, Internet anomalies, power outages, general malaise, job-related conflicts, forgetfulness and so on – all of these reasons will be subject to a universal "forgiveness policy."

Under the "forgiveness policy," at the end of the term, a student's two lowest portfolio grades will be removed (but only two).

It is very important that students review upcoming portfolio assignments at the beginning of every week, in order to keep up-to-date with the required work and schedule time for writing.

Web Link to Turnitin: http://www.turnitin.com/static/index.html?lang=en_us&pref=1