DEPARTMENT OF ENGLISH
PROFESSIONAL WRITING AND DIGITAL RHETORIC CONCENTRATION EPORTFOLIO

During your years as an English major at BU, you will be compiling an electronic portfolio of your best work, both in the Department and elsewhere: other classes, co-curricular activities, clubs, internships – wherever you create something smart, beautiful, interesting, or skillful.

We ask this for three reasons:

- ➢ to give you an ongoing sense of what you are getting from college;
- ➢ to make sure you have a strong collection showing your knowledge and skills for employers and applications for further education;

- ➢ to help the English Department assess how well we are meeting our own goals.

STEPS IN ASSEMBLING THE EPORTFOLIO FOR PROFESSIONAL WRITING AND DIGITAL RHETORIC CONCENTRATION STUDENTS

1. In English 203: Approaches to Literary Study, create one ePortfolio on the BOLT software. If you use BOLT, you'll never lose what you've created; it will be saved on the BU server. If you prefer to create your ePortfolio for graduation in a different platform, such as Wiks or Weebly, you may do so.

2. Start adding "artifacts" (that's what BOLT calls the items in your collection). Anything that can be saved can be added. Maybe start with something you wrote in English 203 — you can always remove it later. If you need help with the technical aspects of the ePortfolio in BOLT, make an appointment with a WALES consultant.

3. From now on, anytime you create something you're proud of, put it in the ePortfolio. By the time you are in your third year, you should have a good collection of your English work, but you should also have some important examples of things you've done in other classrooms and out of the classroom altogether. Anything you're proud of. The minimum number of artifacts to be included by graduation is 10.

4. When you see your advisor (at least once a year), show her what you've got so far. Ask advice. Talk about the future. Think about organizing your ePortfolio to best highlight the skills you've learned that will help you achieve your goals.

5. In your upper-level Professional Writing courses, you will produce some major projects that will showcase your skills. These should definitely go into the collection. You will also talk more about the ePortfolio requirement in these classes.

6. In the upper-level Professional Writing classes, you will finish the ePortfolio and work on creating different versions of it. To one copy you will add a front-page Reflection Essay (details below) explaining how you have met the learning objectives of the Professional Writing major (more detailed instructions will be provided to seniors). That copy of your ePortfolio will be collected by the Department Chair as part of your pre-graduation review. Please send an email link to your ePortfolio to the Chair when you apply for graduation.

Reflection Essay Details for Professional Writing and Digital Rhetoric Concentration Students

Write a general introductory paragraph and then write numbered body paragraphs that illustrates your progress toward mastery of each of the Program Learning Objectives for the Professional Writing Concentration. Provide one or more example(s) from artifacts to illustrate your progress for each goal. Be sure to clearly explain how the examples illustrate the goal that you are focused on in that paragraph. Finally, write a concluding paragraph for your essay.

Program Learning Objectives

1. Acquire skills in writing, rhetoric, and disciplinary conventions
2. Demonstrate proficiency in a range of software applications related to document composition
3. Acquire an awareness of the power of language
4. Design a feasible/usable long-term project based on the needs of actual clients or commissioning entities

Other versions of the ePortfolio will ask you to imagine representing yourself in different contexts. You might wish to pursue that dream of a career in publishing; if so, what do you have in your collection that will show you at your writerly best, and as a responsible person? Or if graduate school appeals to you, what have you done that shows off your skill as a writer and researcher? In this version, you might substitute a Personal Statement or a Cover Letter in place of your Reflection Essay on the front page. Again, you will discuss this further and work on it in your upper-level major courses.

The BOLT ePortfolio is stored on the BU server, not online. No one can read it unless you give them the unique url each ePortfolio generates. Within six months of graduating, you will move your artifacts to any of the several free or for-fee services available, or to your website. Again, if you wish to use a different platform, you may. You must submit a working link to the department chair when you apply for graduation and the link must remain stable until you have graduated.

Many of your questions will be answered in English 203, in your Professional Writing courses, and in advising sessions. But if you ever have questions and need immediate answers, contact Dr. Martin (mmartin@bloomu.edu), Dr. Decker (mdecker@bloomu.edu), or Dr. Entzminger (bentzmin@bloomu.edu).