

Check-List of Items for WI-Course Portfolio

Professor _____

Course _____

Writing Fellow _____

Semester _____

- 1. Signed reproduction release form from the faculty member.
- 2. Signed reproduction release forms from all students (or emailed from on-line classes)
- 3. Cover letter (2-3 pages)
- 4. Syllabus for the class.
- 5. Copies of all formal (high-stakes) writing assignments.
- 6. Samples of student writing: 2-3 representative samples of each formal (high-stakes) assignment. If an assignment is given in stages, samples of each stage with Instructor's commentary should be included.
- 7. Copies of all in-class (informal) writing assignments.
- 8. Samples of student writing: several representative examples of in-class (informal) assignments.
- 9. Any other assignments or work that the Instructor thinks represents the Writing-Intensive work accomplished in the class.

Note: Planning Portfolio will consist of 1; 3-5; 7, 9.

(Faculty Signature)