**PORTFOLIO GUIDELINES: ENGLISH PROFESSIONAL WRITING AND RHETORIC**

**Junior Portfolio**

The Junior Portfolio process will help you prepare high-quality written work for your Senior Portfolio, which is a graduation requirement for the PWR concentration. The Junior Portfolio will give faculty an opportunity to assess your progress and provide you with a formative evaluation.

**Submit your Junior Portfolio files by email to Dr. Duygu Minton at dminton@gru.edu. Your Junior Portfolio must be submitted one year ahead of the semester in which you plan to graduate. Submit by the 10th week of that semester.**

The Junior Portfolio must include the following:

1. A research paper (at least 1500 words in length) from any 3000- or 4000-level ENGL course.
2. A major course project such as a grant proposal or technical writing project. Collaborative/group projects are not allowed. In place of this requirement, you may substitute another research paper from any English course (except first-year College Composition).
3. A revision plan for both projects (at least 500 words in length), which should demonstrate that you have evaluated the strengths and weaknesses of your work. It should include a general statement describing each project's overall purpose as well as a perception of its global strengths and weaknesses. It should also describe several concrete areas and/or aspects of each project that will be addressed in revision. Although you should proofread your papers thoroughly, proofreading concerns should not be mentioned in this revision plan.

If you are in ENGL 3681: Advanced Style and Editing, your instructor will help you revise your junior portfolio. Please keep your original papers as separate files; you will need them for your senior portfolio.

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**PORTFOLIO SUBSTITUTION FORM**

**ENGL—Rhetoric and Composition/Professional Writing and Rhetoric**

The Professional Writing and Rhetoric concentration (formerly Rhetoric and Composition) has recently revised its portfolio requirements. Some students who joined the concentration prior to these revisions might not be able to meet the new requirements. For this reason, we have created this form, which authorizes substitutions in the junior and or senior portfolio.

**Please use this form only for students who declared their major prior to Fall 2014.** All other students should follow the new portfolio guidelines.

**Steps for using the form:**

1. Student and advisor, please consult with a member of the PWR subcommittee (currently Dr. Duygu Minton, Dr. Jun Zhao and Dr. Rhonda Armstrong) to determine appropriate substitutions.
2. Please list the substitutions below. The PWR subcommittee member will sign this form.
3. Advisor, please place the completed and signed form (or a copy) in the student's advising file.

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<tr>
<th>Junior portfolio requirements</th>
<th>Substitutions</th>
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<td>1. A research paper (at least 1500 words in length) from any 3000- or 4000-level ENGL course.</td>
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2. A major course project such as a grant proposal or technical writing project or another research paper from any English course (except College Composition).
3. A revision plan for both projects (at least 500 words in length).

DEADLINE: Spring Week 10, junior year.

Senior portfolio requirements
1. The research paper draft the student submitted in the Junior Portfolio as well as the revised draft of the same paper.
2. The original and revised drafts of the second paper or project from the Junior Portfolio.
3. A research paper from an upper-level PWR course.
4. The final portfolio cover essay (at least 1000 words in length).

DEADLINE: Spring midterm, senior year.

Student's full name and GRU ID

Advisor's name and signature

PWR subcommittee member's name and signature

Date