Writing Portfolio Requirements

“The purpose of a **writing portfolio** is to demonstrate a writer’s improvement and achievements. Portfolios allow writers to collect a body of writing in one place and organize and present in an effective, attractive format, giving the instructor a view of a student’s writing that focuses more on the complete body of the work than on individual assignments. While compiling individual items (sometimes called artifacts) to include in their portfolios, students reflect on their work and measure their progress; as they do so, they may improve their ability to evaluate their own work.”

(Laurie G. Kirszner and Stephen R. Mandell, *The Brief Wadsworth Handbook*, 7th ed. Wadsworth, 2012)

* "One clear benefit of **portfolio** assessment is that teachers do not have to mark every writing [error](http://grammar.about.com/od/fh/g/grammaticalerrorterm.htm), because they usually score portfolios using holistic methods. Students, in turn, benefit because they can identify the content and writing skills they have mastered and the areas they need to improve."   
  (Vicki Urquhart and Monette McIver, *Teaching Writing in the Content Areas*. ASCD, 2005)

The writing portfolio must contain the following material in order:

* 1. Bio Page – student’s name, age, where they were born, parents, siblings, two short term goals and one long term goal.
  2. Reflective Essay- Answer these questions. How do I feel about writing a portfolio? How will this process affect me, if it does at all? If it doesn’t affect me, why?
  3. Writing samples from all content areas-Math, Science, ELA and Social Studies ( see the attached chart for how many pieces per marking period) this should include various types of writing (poetry, argumentative, expository, narrative, constructed responses, extended responses, paragraphs, writing task (grades 1-2)
  4. Rubrics used for grading
  5. Teacher Commentary –can be selected by students or teacher. At least five (5) should be included.
  6. Artifacts or writing samples from Specials or Connections classes (pictures, drawings, music, performance programs, awards, certificates etc…
  7. Reflective Statements- (see attached) At least five (5) reflective statements should be included in the portfolio
  8. Reader Response- Students should have at least three (3) Reader Responses in their Portfolio prior to the showcase one from teacher and two from classmates

Reflective Statements

Self-reflection is careful thought about your own behavior and beliefs. Please read selections from your portfolio and write your reactions and comments in the spaces provided below.

Title of the written piece: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do you think you did well?
2. What still needs improvement?
3. What have you learned about writing
4. Do you like or dislike this piece of writing? Why or why not?

Reader’s Response

Please read selections from my portfolio and write your positive reactions and comments in the spaces provided below. Feel free to tell me why you like particular selections. Please note: It is important to be positive in your comment so as to nurture and encourage my writing.

What was your favorite piece?

What impress you most about my writing?

What positive surprises did you have while you were reading?

Please note any general comments you would like to share about my writing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reader’s Signature