

**ENGL 100**  
**Fall 2016**  
**Integrative Knowledge Portfolio**  
**Assignment Guidelines**

**1. Objective**

Over the course of the semester, make your learning visible through the development of a course-based Integrative Knowledge Portfolio. The portfolio is intended as structured opportunity to make individual meaning of your learning by documenting it *and* creating new knowledge in the process.

By the end of the course, your portfolio will include multiple reflective and meta-reflective submissions alongside artifacts, or evidence, such as course assignments completed in English 100 and elsewhere, which will function as a record of your deepening ability as a undergraduate-level writer and researcher.

Going forward, having learned the basics of portfolio curation – intentionally collecting and presenting a selection of your work, it's now yours to shape and re-shape as you like as you move through your academic career here and beyond.

**2. Value**

10%

**3. Directions and Due Dates**

While you will be working on your portfolio throughout the entire term, the portfolio will not be assessed for grading until early December. All required elements must be uploaded by midnight on **Thursday, December 1**.

On Tuesday, November 29<sup>th</sup>, you will have an opportunity to workshop your portfolio and solicit feedback from your team members.

Integrative Knowledge Portfolio assessment will begin on December 2.

To ensure your portfolio is ready for assessment, complete this **Checklist**; all portfolios must include the following elements:

1. About Me or Bio page \_\_\_\_
2. Reflections x 4 \_\_\_\_
3. Showcase Assignments \_\_\_\_

See below for element specific guidelines.

**4. Assessment**

Your portfolio will be evaluated for the degree to which the attributes set out below are demonstrably integrated into your site.

1. *Completeness* – e.g. all required artifacts posted to the site.
2. *Organization* – e.g. all posts titled and tagged; all pages labelled; generic template materials deleted; etc.
3. *Engagement* – e.g. all required artifacts are on point and conform with element guidelines set out below.
4. *Media use* – e.g. relevant high quality images, video, and/or sound files; permitted secured for materials produced by others; appropriate citations given for materials produced by others; etc.
5. *Tone and quality of writing* – e.g. grammatically correct, no spelling errors, and tonally appropriate for audience – e.g. an academic / professional context.

## **5. About Me / Bio Page Guidelines**

A concise yet informative description of yourself as a university student, a student with specific or emerging goals and aspirations. As appropriate, you are welcome to include other personal details selected to introduce yourself to your (current) primary audience.

Ideally, your About page will be accompanied by one or two pieces of original photography – images that illustrate your interests as a university student and reference experiences that define you.

For additional tips and suggestions, refer to the Student Resources section of [ePortfolios at Capilano University](#).

Note: You are welcome to make revisions to your About page as posted on Sun, Sept 18 between now and Thurs, Dec 1.

Length: 150-250 words.

## **6. Reflection Guidelines**

1. Critical Analysis Post-Write (~ 250 words)
  - a. Upload to your ePortfolio within 48 hours of completing the Critical Analysis. Your Critical Analysis (upload via Moodle) is due by 23:55 on Thurs, Oct 20.
  - b. See prompts below.
2. Anthology Proposal + Annotated Bibliography Post-Write (~ 250 words)
  - a. Upload to your ePortfolio within 48 hours of completing the Anthology Proposal + Annotated Bibliography. The Proposal and Bibliography (upload via Moodle) is due by 23:55 on Tues, Nov 8.
  - b. See prompts below.

3. Anthology Project Post-Write (~ 250 words)

- a. Upload to your ePortfolio within 48 hours of completing the Anthology Project. The Anthology Project (upload via Moodle) is due by 23:55 on Thurs, Nov 24.
- b. See prompts below.

For all three Post-Writes, use the three-part What-So What-Now What prompt below:

1. What: What did I learn in this module?
2. So What: What does it mean for in the context of other learning that I've done in the class, other classes, and/or my program?
3. Now What: And what am I going to do about (or with) what I've learned or experienced in this module?

4. Integrative Knowledge Project Final Reflection (250-500 words)

- a. Upload to your ePortfolio by 23:55 on Thurs, Dec 1 \*
- b. See prompt below.

The Final Reflection, unlike the Post-Writes, is an opportunity to reflect on the course as a whole. In this submission, you are welcome to and encouraged to reference earlier course assignments, including the Post-Writes, and (if you like) work completed in other courses. In advance of writing this final reflection, you may also want to review the course learning outcomes set out in the Course Outline.

1. What knowledge, skills and/or capacities did I gain or demonstrate?
2. How does it relate to other contexts and experiences?
3. How does it relate to my own academic and personal interests, passions, and/or goals?
4. How will I use this knowledge, skills and/or capacities in the future?

## 7. Showcase Assignments Guidelines

Select a minimum of one ENGL 100 assignment to illustrate the observations and insights embedded in your final Integrative Knowledge Project Reflection.

As suggested in the Student Resources materials on [ePortfolios at Capilano University](#), upload written sample assignments as PDFs.

If you are linking to multimedia files in addition to text-based files and need assistance, the FAQ section of [ePortfolios at Capilano University](#) and [wordpress.org](#) are both rich in helpful resources.

Keep in mind, you are welcome – if you so choose – to include multiple assignments for illustrative purposes. This can include work submitted in other courses and generated in an extracurricular setting.