



Qualifying Portfolio

Rev. February 14, 2011

Name _____

Banner ID @ _____ Date Submitted _____

Mailing Address: _____

IUP E-mail Address _____ Semester Started _____

QUALIFYING PORTFOLIO INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Use this page for the cover sheet of your portfolio.
2. Begin the process by reading the instructions and evaluation criteria here. For questions, please contact Bertha Cecconi (bceconi@iup.edu) or the C and T Program Director (pagnucci@iup.edu)
3. Please submit your portfolio to:
Director of Graduate Studies in Composition and TESOL
421 North Walk
Leonard Hall Room 110
Indiana, PA 15705 USA

Or, you may bring the portfolio in person to the English Graduate Office, 111 Leonard Hall. After the C and T office receives your portfolio, the office will add two additional items: instructor evaluations (one from each of the courses you have taken) and the grade report for your doctoral courses.

4. Students must be enrolled full-time during course work. Thus, at the end of the first summer they should have 9-12 credits; at the end of the first semester they should have nine credits. Those who begin in the Summer or Fall semester must submit the portfolio in the Spring (see specific date above). In rare cases when students begin the doctoral program in the Spring semester, the portfolio is due in the Summer. Students must submit the portfolio when it is due and pass the evaluation in order to continue in the program.
5. All work should be done independently. All materials in the portfolio, including course papers and the qualifying paper, should be written by you only. Students will be given the Qualifying Portfolio instructions in their first semester. Students are to work on the QP without assistance from others (other students, faculty, or anyone else). However, it is acceptable to have discussions among students and faculty about topics, ideas, journals, and general strategies for writing. Discussions with the instructor about selecting course papers for the QP are acceptable. What is not acceptable is the sharing of drafts with faculty, students, or anyone else. The sharing of drafts is prohibited. There are two exceptions to this prohibition. First, during the time a student is taking a class from an instructor, the instructor and student may discuss any papers written for the class and their potential for inclusion in the QP. The second exception is that students may seek editing assistance from one of the IUP Writing Center's graduate student tutors, approved by the C and T director (contact the Writing Center Director for this assistance).

6. The C and T director is responsible for leading the QP review and is therefore most familiar with the policies and procedures that apply to everyone. For this reason, faculty members and students should direct questions about the QP to the director.
7. Unless indicated otherwise by the assignment, all writing should follow the conventions of academic, edited English and proper documentation of sources, as outlined in the current APA or MLA handbooks. IUP's Academic Integrity Policy covers various concerns related to plagiarism, cheating, and misrepresentation of work; this policy is spelled out in the current *IUP Graduate Catalog*. Academic integrity is a serious matter and violations will not be tolerated. For anyone unfamiliar with the terms of this policy, additional explanation may be found in the current edition of the *MLA Handbook* or the *Publication Manual of the American Psychological Association*. Feel free to discuss with the C and T director any questions about using sources for the QP.
8. Portfolios are not returned to the student; they are stored safely in the department.

EVALUATION

The purpose of the portfolio is to provide faculty on the Qualifying Portfolio Evaluation Committee a means to evaluate your ability to successfully complete this program. In order to make this evaluation, members of the evaluation committee will examine samples of your academic writing contained in the portfolio, your grades, and your instructors' evaluations of you (from each course you have taken). At least two committee members will read each portfolio and all members will discuss the final decision. Below are the criteria by which your evaluation will be judged. The documents that will be used to make this evaluation are listed in parentheses. On the instructor evaluations, these criteria are provided in the form of questions to each of the professors whose class you have taken.

- Demonstrates an ability to conceptualize, give insights, and use knowledge that is current in the field. (Grades, course papers, qualifying paper, instructor evaluations)
- Orally and in writing, demonstrates an ability to focus ideas and construct arguments. (Grades, course papers, qualifying paper, instructor evaluations)
- Uses feedback constructively, works independently, and handles problems or conflicts in a professional manner (Grades, instructor evaluations)

The possible outcomes of the Qualifying Evaluation are as follows:

Pass: You have met all of the criteria and may continue in the program.

Fail: You have not met one or more criteria or have not submitted the QP by the deadline. If you fail the qualifying evaluation you will not be allowed to continue the program. You may appeal this decision in writing to the director of the program within two weeks of receiving the decision. Appeals must be based on the reasons for the committee's decision given to you by the director. Appeals will be reviewed by a committee of three faculty members consisting of the program director, one member of the original review panel, and one member not part of the original review panel. Their decision is final, and will be conveyed to you in an e-mail message from the director.

Resubmit: In rare cases (such as a health emergency), students may be asked to revise and resubmit all or part of the portfolio. A faculty member will volunteer to mentor the student for the revision. Students who must resubmit the portfolio must do so by the deadline given (usually about three weeks). In the second evaluation the student either passes or fails. The appeal process is the same as described above.

The portfolio is not assigned a letter grade. The outcome of the QP review will be sent to your IUP e-mail account within a few days of the evaluation, including a statement about your QP's strengths and/or weaknesses.

WHAT TO PUT IN THE PORTFOLIO

Two Course Papers

Submit two graded papers or projects that represent your best work in the initial doctoral courses at IUP. We are looking for the best work you are capable of, so you are expected to revise the paper before you include it in the portfolio. Include a cover sheet that describes in 250 words or less the revisions you made. Submit a clean copy; please do not turn in the original graded paper with the professor's remarks. Also include the instructor's instructions/requirements with each paper so that faculty readers on the Qualifying Portfolio committee can understand the context of the paper.

Qualifying Manuscript

This paper must be an original work written for an academic journal related to the fields of Composition and/or TESOL and created especially for the qualifying portfolio. Previously published pieces cannot be accepted, nor can book reviews. Once you have selected a topic on which you would like to write, identify a journal that would be an appropriate place to publish your work. If you have seen a call for papers for an edited collection that interests you, you may also write with that in mind. To prepare for this task, please do the following:

- Develop a logical argument with a clear thesis or stance supported by reasons and evidence based on current knowledge of the field.
- Read the most recent Information for Authors section of the journal to familiarize yourself with the expectations of the publication. (The Information for Authors section is usually found on the journal's website or in the hard copy.) Who is the audience? What topics are of interest to these readers? What is the writing style? Examine the last 10 years or so of the journal, focusing on articles that are in your area. Study the form and content of the articles, noting variation as well as similarities among them. In the case of an edited collection, study similar books. Carefully consider how audience considerations affect the topic and style of each paper. Attach a copy of the Information for Authors to your qualifying manuscript to assist the committee in evaluating the quality of your paper.
- The paper should be 15-20 double-spaced pages, not including the works cited. While the journal may accept shorter or longer pieces, we ask you to stay within this length guideline for consistency of the portfolio evaluation process. The paper can be an essay or a report of an empirical study, according to what is appropriate for the readers of the journal or edited collection.
- Annotate each of the sources in your works cited (4-6 lines long). By annotating the sources, you will achieve a better understanding of them, and you will help the committee to see your range and depth of knowledge. Create a separate list of annotations and attach it to the back of your manuscript.
- The documentation style for the qualifying paper should conform to the requirements of the particular journal you have selected; the qualifying paper should include about 15-20 sources in order to demonstrate your range and depth of knowledge.
- For the purposes of the qualifying manuscript, do NOT conduct research that involves human subjects and thus requires IRB approval because there is insufficient time for this approval and you would need a mentor.

Author Information

Attach a copy of the Information for Authors to your qualifying manuscript for the publication you have selected.

Cover Letter to the Editor

This should be a formal letter of 1-2 pages that is addressed to the editor of the journal you have selected. The letter should identify the audience, purpose, and significance of your paper. It should tell the editor why you believe your manuscript will appeal to the readers of the journal.

A Copy of Your Portfolio Files on a memory stick (flash drive) or a CD

Write your name and date on the stick or CD, place it in an envelope, and attach it to your portfolio.

PORTFOLIO DESIGN

One part of the major requirements of a portfolio is that it displays a set of work in an organized, well-designed, manner. Please avoid 3-ring and other binders. They are bulky to handle and store and they are environmentally unsound. A good portfolio will have the following elements:

- Cover sheet: Use the first page of this document for your cover sheet.
- A table of contents that lists the elements collected within the portfolio. Page numbers are not needed for the TOC.
- Some way of marking major subdivisions within the portfolio to enable readers to identify the sections of the portfolio. One way to do this is to provide each subsection of the portfolio with its own title page. Each subsection can most easily be identified by readers if this page is a heavier weight of paper and/or a different color.
- Each paper stapled in the upper left hand corner. Use a large binder clip to secure the portfolio together.

CHECKLIST

- I include the first page of this document for my cover sheet, followed by a table of contents listing the main parts of the portfolio (you do not need to insert page numbers in the table of contents).
- I include a copy of two revised course papers along with a copy of the assignment for each one. I include a cover sheet that describes the revisions I have made.
- I include my qualifying manuscript (15-20 pages). This is an original work written with an academic journal or edited collection in mind.
- Attached to this qualifying manuscript, I include a copy of the Information for Authors that is provided by the publishers of the journal. I also attach a list of annotations for each source in the works cited.
- I include a 1-2 page formal cover letter that is addressed to the editor of the journal I have selected. The letter identifies the audience, purpose, and significance of my paper.
- I include a copy of my portfolio on a memory stick or CD with my name and date written on it. I have placed the stick or CD in an envelope and attached it to the portfolio.
- I have used a single binder clip to bind together everything in the portfolio and my cover sheet is on top. Please, no three-ring binders, folders, or other binding materials.

Mail your portfolio to:

Director of Graduate Studies
in Composition and TESOL
421 North Walk
Leonard Hall Room 110
Indiana, PA 15705 USA

Or hand deliver your portfolio to:

Graduate English Office
111 Leonard Hall
IUP

The QP must be received by the deadline!

Questions? E-mail the program director!

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