

CLASS PORTFOLIO PROJECT

Basic requirements:

- Each student contributes at least one “work,” between one and five pages long, single-spaced.
- The work should be derived from one of the activities we did in class or as a home assignment.
- The work can be in any mode or form (story, essay, meditation, poem, dialog, description, analysis, report, letter, ...).
- The work must be typed and submitted on plain white paper.
- The work must be ready for publication (free of sentence and mechanical errors).
- The work must have a title.

Submission Format:

- Margins: At least 1.5 inches left and right, 1 inch top and bottom
- Font: Any font is okay, but the standard is Times New Roman, 12 point.
- Title: Centered at the top of the page. Font size should be a little larger (maybe 14 point).
- Spacing: Single space the document. Put five spaces between the title and the beginning of the text.



Publication Issues:

- Should the portfolio have a title? If so, what should the title be?
- Should the works be in a particular order? If so, what should the order be?
- Does the portfolio need a “Table of Contents” page?
- Should there be cover art on the cover? If so, what should the art be?
- What color should the cover be (cardstock)? (All text and artwork will be in black-and-white.)
- Can the portfolio be presented in an “alternative” format? (It will be bound, double-sided, with a spiral binding unless the class decides to invest in a different format, such as a booklet.)