

Writing Portfolio Project Fact Sheet

Your portfolio is due no later than: March 16, 2007

To participate:

- Return your Informed Consent Form to the Office of Institutional Research.
- Submit three to four clean, unmarked copies of English-language, non-fiction prose papers representing the work you did in your first two years at Smith.
- Papers may be on any topic, ranging from literary criticism to lab reports to statistical analysis. We encourage participants to submit writing in a wide range of subject matter.
- The papers submitted should fulfill the following criteria:
 - One paper should demonstrate your ability to make a convincing argument.
 - One paper should demonstrate your ability to work with and document multiple sources.
 - To the extent it is possible for you, please provide work in at least two of the three divisions. If you cannot fulfill this criterion, please attach an explanatory note. The three divisions are as follows:
 - Arts and Humanities (Division I),
 - Social Sciences (Division II),
 - Natural Sciences and Mathematics (Division III).
- Please provide between 3 and 5 papers that total no fewer than 10 and no more than 20 double-spaced pages of writing. A combination of short and long papers would be ideal. Consider the variety of writing you have done. We encourage you to submit a range of writing samples, which could include essays, position papers, lab reports, quantitative analyses, summaries, reflections, etc.
- Fill out a cover sheet for each paper certifying it as your original work and providing information about the assignment and course for which you wrote the paper.
- Indicate on each cover sheet which criteria the paper fulfills.
- Submit your portfolio to the Jacobson Center by March 16, 2007.
- Pick up your portfolio from the Jacobson Center in the fall of 2007, or have it mailed to you if you will not be on campus.