2nd Year WOC Portfolio Checklist

Required Materials
Submissions must come from formal assignments completed in the following classes: FYS, Fine Arts Foundation, Humanities Foundation, Natural Science Foundation, or Social Science Foundation. Additionally, the pieces selected for the 2nd Year WOC Portfolio must come from those submitted to Taskstream during the semester in which the course was completed. In other words, students should select pieces from those that already exist on Taskstream in the FYS and Foundations folders.

1. _____ Cover Letter
2. _____ One Written Assignment that uses sources Class: ________________
3. _____ One Written Assignment (sources optional) Class: ________________
4. _____ Video of an Oral Assignment that uses sources Class: ________________
5. _____ Video of an Oral Assignment (sources optional) Class: ________________
6. _____ Statement of Authenticity (student is submitting work that is his/her own)
7. _____ Informed Consent Form (allowing use of submitted materials for research & training)

*No more than two pieces can come from the same class or the same Foundation area (A, H, N, or S classes). If two pieces do come from the same class or area, one must be used for the written portion of the portfolio and one must be used for the oral portion.

Preparation Timing:
2nd Year WOC Portfolio must be submitted by the last day of final exams at the end of the student’s second year. Selecting pieces and writing the cover letter will take some time and effort, so students need to allow enough time to submit their best work. It is the student’s responsibility to submit pieces to the correct location in Taskstream (2nd Year WOC Portfolio) and to submit them according to Taskstream instructions so that they may be viewed and assessed.

Suggestions to help support quality submissions:

Fall semester of second year:
• Workshops on 2nd Year WOC Portfolio Overview, Beginning the Selection Process
• Writing Center visits on revising/polishing selected pieces

Spring semester of second year:
• Workshops on selecting pieces for the portfolio, Revising pieces for the portfolio, Writing the Cover Letter, Submitting to Taskstream, Portfolio Scoring and Results
• Writing Center visits to revise/polish selected pieces and to develop the Cover Letter
Specifics about logistics, including selecting pieces, writing the cover letter, signing the statements, and submitting all the pieces to Taskstream, will be covered in the 2nd Year WOC Portfolio Handbook, which will be available online.