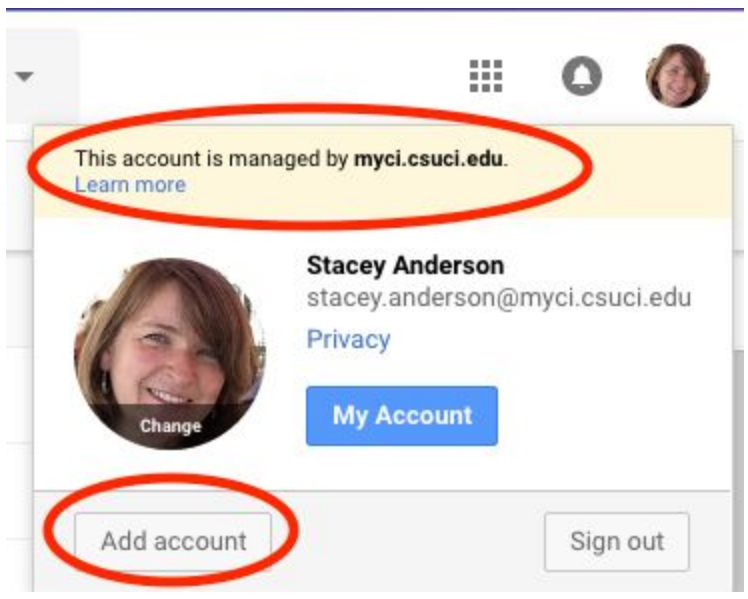
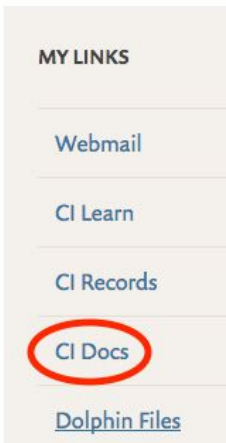
English Capstone Portfolio Instructions for Students - Beginning Fall 2016
Please read over the instructions before beginning the process.

1. Log In to Your CI Google Docs

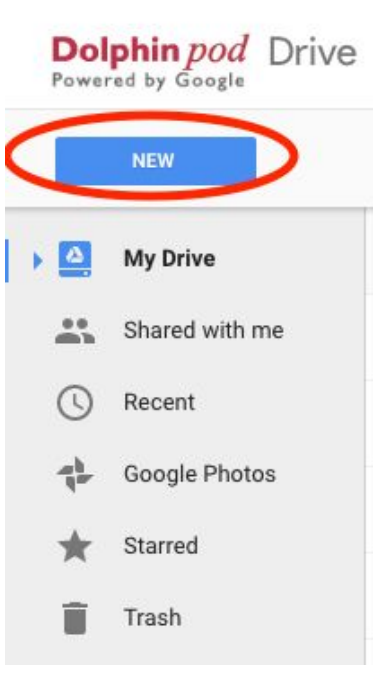
Log into MyCI and select CI Docs. If you regularly use another Gmail account, click on your user icon in the upper right hand corner and make sure that you are logged into your myCI account and not another Gmail account you have. You can select "Add Account" to switch to your myCI account if needed.

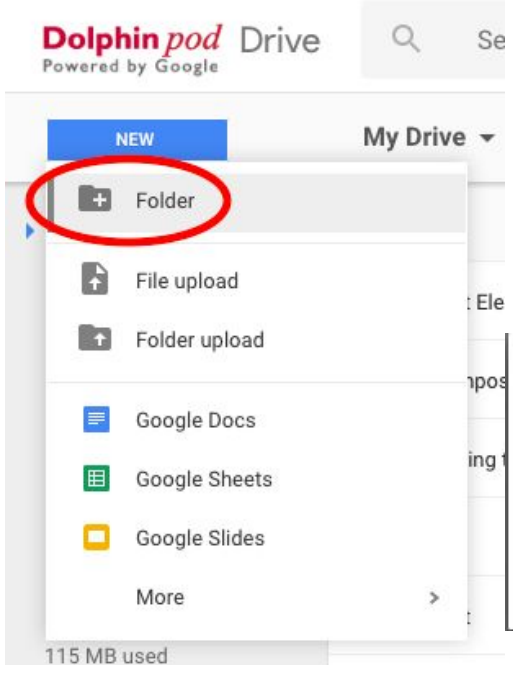


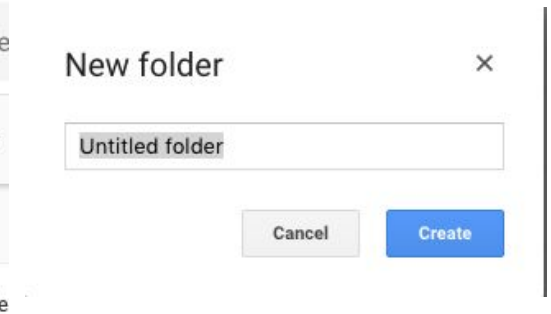


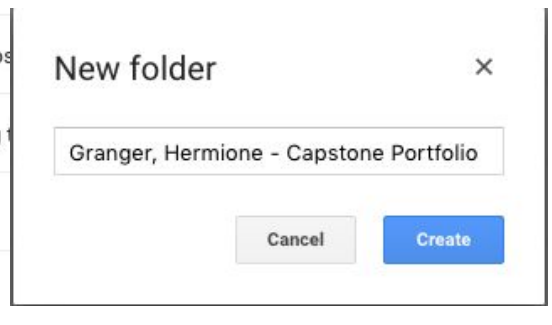
2. Title Your Folder

Once you are logged into your Dolphin Pod Drive, select "New" and then "Folder." You will be prompted to title the folder. **Please label the folder as follows: "Last Name, First Name - Capstone Portfolio."**









3. Select Your Documents

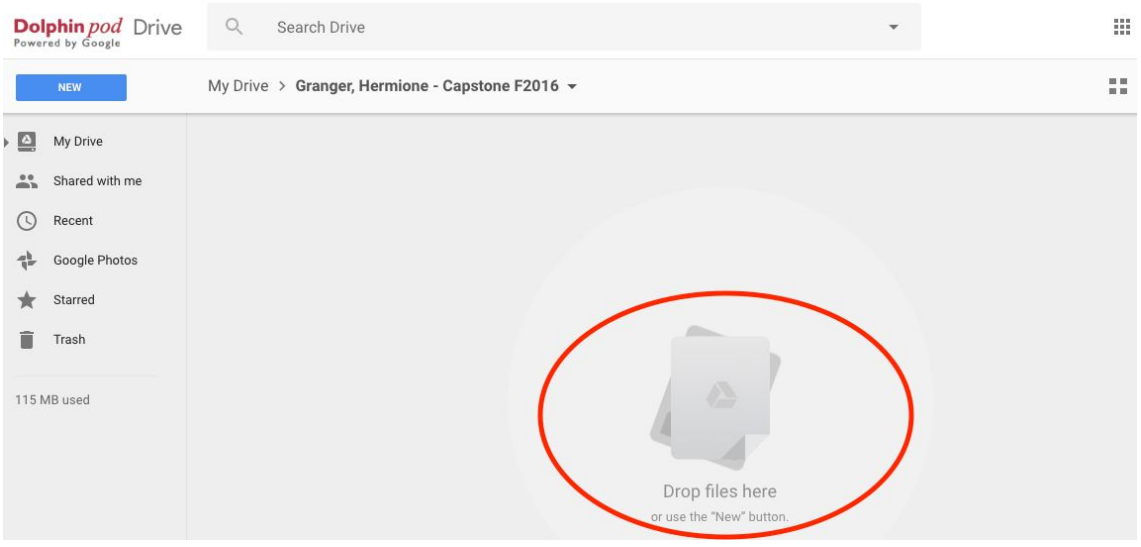
Required documents to include in your portfolio, now that you have a folder ready, include the following:

- **Four papers that represent your best work.** You should strive to represent *a variety of types of writing*, including one interdisciplinary paper, one research-based piece, one paper focused on literature/analysis, and one free choice assignment (among other options, this could include creative writing). It's possible that one paper may represent two of these areas, in which case you may select an additional piece to include. The majority of this work should come from the English program at CI. Do not include graded or marked up versions.
- **Title each file for these four papers by the type of writing they represent** ("Interdisciplinary"; "Literature Analysis"; "Free Choice"; etc.
- **A list of courses** you have already taken (including current coursework) for the English major.
- **A contact document** listing your name, email, and preference for Capstone section, if there is more than one section offered.
- **A reflective essay** on this prompt: *From the list below, select one of the program learning outcomes that you have experienced in a course at CI. Type the learning outcome at the top of the essay. Then, in a well written, 500-750 word short essay, narrate the experience you had in the course, describing specifically what happened and what you learned. Be sure to demonstrate how this experience shows that you met that learning outcome.*

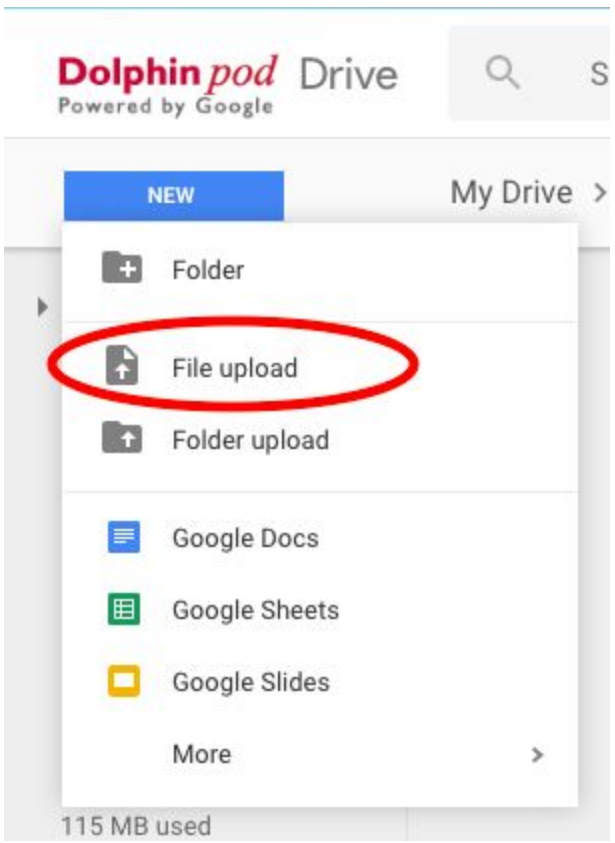
  Program Learning Outcomes: English majors will be able to...
  - Express original and creative ideas in writing and speech;
  - Practice effective editing, including appropriate use of English grammar and usage conventions;
  - Analyze a diversity of texts, ideas, and problems from multiple perspectives (multicultural, interdisciplinary, international, experiential, theoretical and/or educational);
  - Find, evaluate, and synthesize scholarship, research, and information from a variety of sources and disciplines;
  - Articulate an accurate perception of their performance in the program.

4. Upload Your Documents

To upload your documents, you can either drag and drop files or select “New” and then “File Upload”:

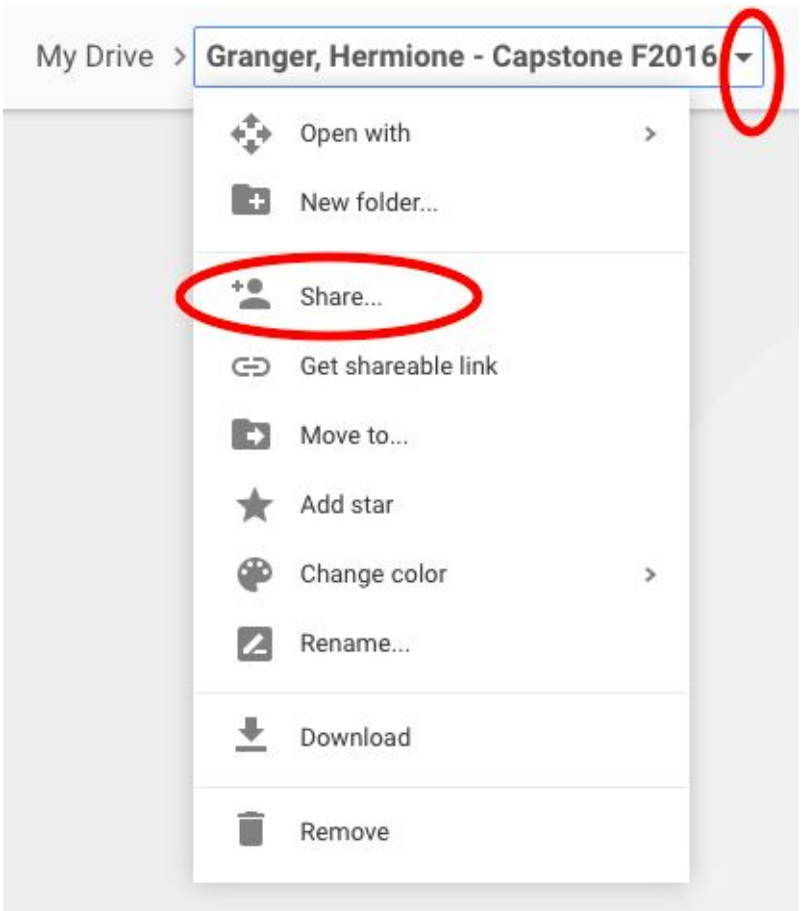


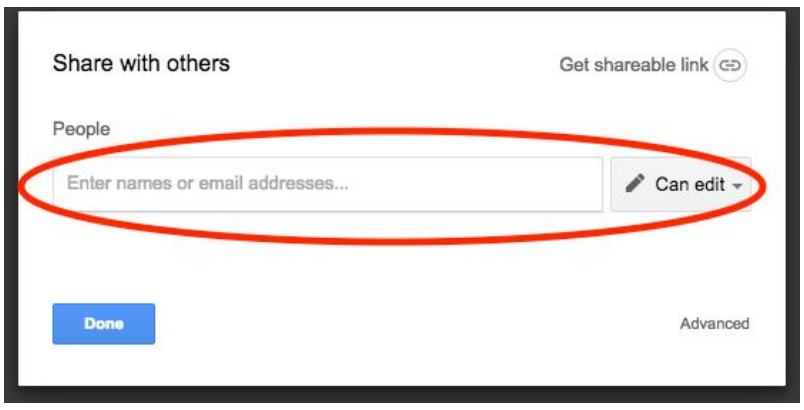
5.

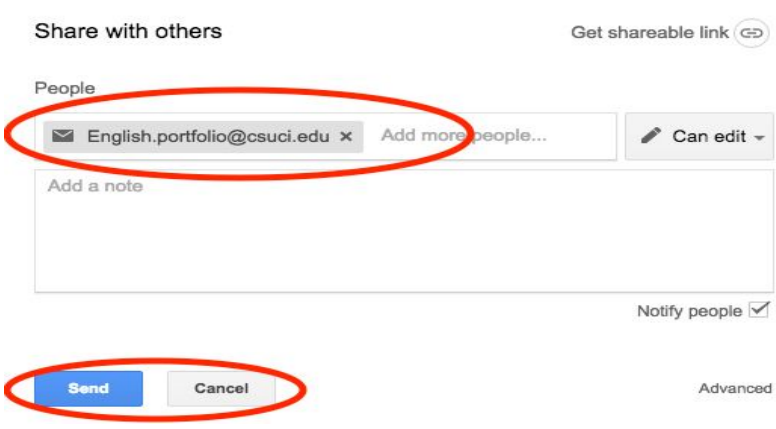


Share Your Folder With The English Program

Once you are satisfied with your portfolio, it is time to share it with us. Click on the downward arrow next to the folder name and select “Share.” You will be prompted to enter the email address to share your folder. Please enter this email address: Englishportfolio@csuci.edu. Make sure that you leave the settings as “Can edit”; this will allow the English faculty to comment on your papers. And don’t **don’t forget to hit the “Send” button**! After you have sent it once, there is no need to send it again, even if you have made changes.







Thank you for your part in helping us assess your work and our courses.

Prior to the end of the semester, your Capstone instructor will be in contact with you via email regarding Capstone permissions.