Writing Portfolio (WP) Checklist: School of Art and Design

Student name:_____

ID 800#:_____ Email:_____

Major:_____ Advisor:_____

Expected date of graduation:_____

Expected WP review date (semester before senior project): _____

QUICK CHECK LIST:

# of pages [A page is double-spaced, approx. 250 words.]   Course   #   Faculty Sem Year

☐ _____ *Formal analysis [A]	____ ____ ____ ____ ____
☐ _____ *Art History research paper [A]	____ ____ ____ ____ ____
☐ _____ *Artist statement/statement of intent/purpose [P]	____ ____ ____ ____ ____
☐ _____ *Resume/Curriculum Vitae [P]	____ ____ ____ ____ ____
☐ _____ Initial self-reflection on writing/communication [E]	____ ____ ____ ____ ____
☐ _____ *Final self-reflection on writing/communication [E]	____ ____ ____ ____ ____
☐ _____ Additional approved writing assignments (optional)	____ ____ ____ ____ ____
☐ _____ Additional approved writing assignments (optional)	____ ____ ____ ____ ____
☐ _____ Additional approved writing assignments (optional)	____ ____ ____ ____ ____

_____ **Total number of pages (20 minimum)**

*Required Elements of Writing Portfolio. The three types of writing that must be represented in the Writing Portfolio are: academic [A], professional [P], and evaluative [E].

Student Instructions: When you earn a B- or higher on a writing assignment for an ART or ARHS class, ask your professor to sign and date it or send their email approval along with the attached assignment to the **WP Coordinator (Prof. Leight) at mleight@mix.wvu.edu** to add to your Writing Portfolio. Discuss the status of your portfolio with your advisor at each advising meeting. Complete the portfolio the semester before you take your senior project.

Faculty Instructions: Identify in each syllabus possible assignments to be included in Writing Portfolio. Suggest that a student email a strong writing assignment along with your approval to the WP Coordinator to be placed in their portfolio. Refer questions to WP coordinator.

☐ Completed Writing Portfolio requirement:
(Minimum total of 20-pages of writing earning a B- or higher from list below.)
- An accepted transfer writing credit or taking a writing-intensive course at WVU will automatically fulfill the WP.

Signature of WP Coordinator:_____ Date: _____
(Send copy to CCA Records)