

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.]	Class #	Instructor
<input type="checkbox"/>	*Formal analysis [A]	_____	_____
<input type="checkbox"/>	*Art History research paper [A]	_____	_____
<input type="checkbox"/>	*Artist statement/statement of intent/purpose [P]	_____	_____
<input type="checkbox"/>	*Resume/Curriculum Vitae [P]	_____	_____
<input type="checkbox"/>	*Self-reflection on writing and communication [E]	_____	_____
<input type="checkbox"/>	Additional approved writing assignments (optional)	_____	_____
<input type="checkbox"/>	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)