

What is a certification course portfolio?

Faculty seeking certification submit a course portfolio to document their approach to teaching a section designated “writing intensive,” (W courses), at KCC. The portfolio will become part of the Writing Across the Curriculum library in M205. To get an idea of the format, faculty often ask to see sample portfolios and with your permission your writing assignments might be used in future WAC workshops.

The elements of a course portfolio:

1. **Table of Contents** Please arrange your documents in the order of this list.
2. **Syllabus Checklist:** Fill out the top of this form with specific information about your course. Then check off all categories that apply.
3. **Reflective Statement:** The reflective statement functions as a “map of the territory” for the reader of your course portfolio. Describe the learning goals of your course. What should the committee notice about your syllabus design? Where are the important assignments located during the semester? How are they supported, both before and after they are assigned? What are the specific reading and writing issues you face when you teach *this particular course and syllabus*? □

You might want to include answers to the following: Do you have a philosophy of education that would help us understand your approach to using reading and writing in your teaching? How has your thinking about the teaching of this course changed over time? If you piloted a writing intensive version of your course for the first time, what did you learn from the experience?

4. **Detailed Syllabus:** We’re hoping to see a syllabus that makes the intellectual goals of the course and the sequence and character of reading and writing assignments clear to students. Elements to be included: due dates for drafts and final versions of writing assignments; an account of how reading/writing is weighted in calculating the final grade.
5. **Copies of Assignments** (what you give to the student): Please include copies of all assignments, including informal writing prompts and Blackboard topics, so that we know what students are being asked to do. Make sure each is carefully labeled. Assignments should match up with items on your syllabus.

Student Work: Please eliminate student names from samples. Student work should be attached to the assignments and clearly labeled.

Abbreviated versions of this folder are called a “provisional course portfolio” and are submitted in February; revised final certification course portfolios are due in June.