For this four-part final project, you will work across the materials you’ve created in class so far to select pieces for your professional portfolio. The project product itself will be due during finals week (Wednesday, May 4 by 5pm).

The project presentation—for which you’ll present the work you’ve selected, explain why you selected it, and share some of it with us—will be due in class during week 15 (Monday, April 25 and Wednesday, April 27).

All Professional Writing students are required to prepare a professional portfolio, which is reviewed just before graduation by Community and Industry Advisory Board members and PW faculty; the portfolio is also incredibly helpful during your job search or application to graduate school.

You will select two products from across the modules we’ve done in class to include in your professional portfolio. After you’ve chosen the two, you’ll probably want to revise, refine, and rethink them for inclusion in your portfolio.

This might mean making some relatively minor changes, or it might mean recreating them entirely.

You will then write annotations for the two revised pieces. Nothing should be shared as a writing or design sample or included in your portfolio without a summary or “annotation” included.

Good annotations typically address the context for creating the piece, the audience for the piece, the product generated, and the skills the piece articulates.

You’ll also do some reflecting on what you learned in this class and what you’re taking from this class. You will produce a 3–4 page memo; in the memo, I’d like for you to reflect on what you’ve learned and discuss some of the class principles, ideas from the readings, etc. that you found most valuable.

In the last chunk of your 3–4 page memo, identify some initial design choices for your professional portfolio. At minimum, include some sample type/font faces you might use in your portfolio, and a draft color scheme for your portfolio.