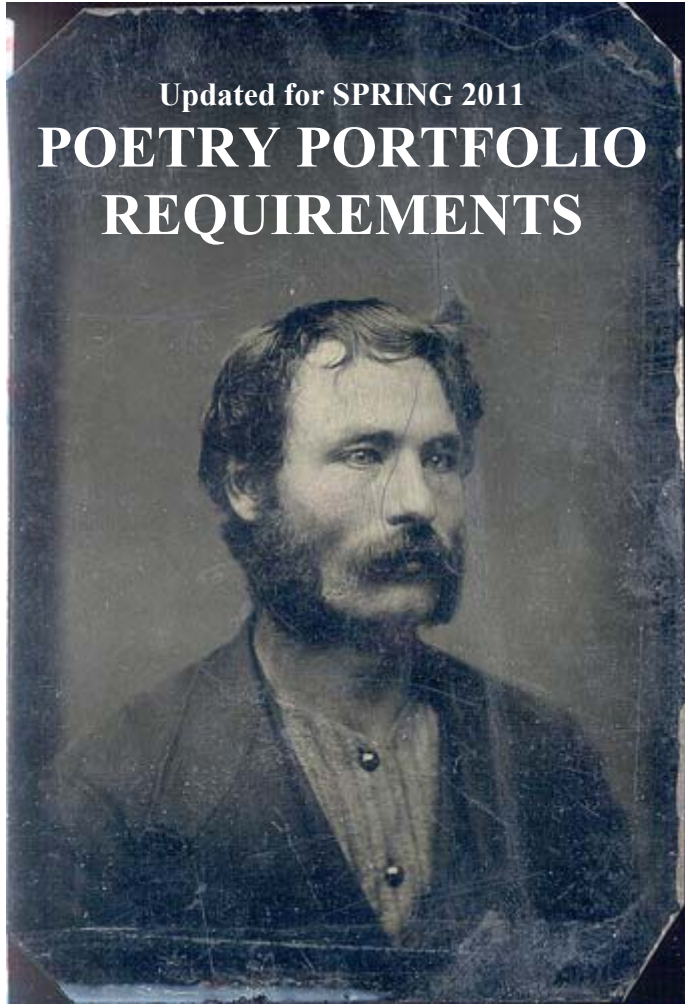


Updated for SPRING 2011
**POETRY PORTFOLIO
REQUIREMENTS**



Required Resources:

- ***These Directions.*** You will need to make reference to these directions throughout this project, so don't forget to re-read these steps throughout the process
- A spiral notebook or composition book for a daily progress journal
- 2 folders with center fasteners that will hold your finished portfolio (for one, A small 3-ring binder is acceptable).
- Library: Use of the library is required, and library time is to be used for work time. In the library, several poetry books will be on my reserve shelf. No computer time is allotted until sufficient time (3 days) in the book section of the library has occurred.
- Computer: The use of a computer with a color printer to complete your portfolio is required. You must use the computer lab to research poems, poets, and poetry forms. You will also be word processing your portfolio pages.
- Poetry Reference Tables
- Miscellaneous art supplies for the “poetry fusion” portion of the project – depending on what medium is chosen
- TIME: You must work on this on your own time as well!
- Optional: Pens/Markers/Crayons/Colored Pens or Pencils: You may use these to illustrate your portfolio pages. Feel free to express your creative side!
- *Optional:* digital photography/photographs taken by you specifically for this project to supplement your artwork.

Portfolio – Spring 2011 Criterion: !! Read through this multiple times carefully!!

Highlight the important phrases of each requirement:

1. **Theme** - Your portfolio must have a single, constant theme (subject to approval) throughout the project.
2. **Journal** - Take reflective notes as you go about the various processes, including obstacles and accomplishments. These will be used for informational purposes for your final reflective essay. (These notes will not be handed in, but you should write at least 3-4 sentences per work time – include progress made, how you feel about it, and future plans)
3. **Source Folder** - A separate folder (2 pockets with fasteners) labeled “Sources” must be turned in with all of your printed/copied resources from your portfolio inside it. You **MUST** print or copy all of your poem and biography sources you intend to use. Print these directly (not pasted into MS word). Fill out a bibliography “half sheet” and staple it to your source. *Put your name on everything.* These **WILL** be turned in with your project in your “source folder.” Include printed/copied poems on one side (with half sheets attached) and biographical information printed (with half sheets attached) on the other. Please hole punch and clip the graphics half sheets in the middle. *If you do not turn in your source folder or turn it in with sources missing, up to 20 points will be deducted from your final grade.*
4. **Cover page** - You need a cover page (with a relevant museum art work or original art work by you) with your *portfolio name* (related to your theme), *your name*, *date*, and *block*.
5. **Table of Contents** - Your first page must be a "table of contents", detailing the organization your portfolio and establish a clearly defined order of presentation. Use the assessment checklist as a guide. You must list each title of each poem and the poet’s name (for published poems) and list each individual element of your portfolio. Be sure that the titles are in quotes. (numbering your individual portfolio pages is optional)
6. **Preface** - A preface (an introduction to your portfolio which briefly discusses the theme and your personal reasons for that theme) must be included at the beginning of the portfolio. This should be PAGE 1 (following your table of contents).
7. **Thoughts on Poetry** - A one page essay titled “Thoughts about Poetry” should follow your preface, explaining your personal definition of poetry and your personal feelings about poetry. This document should be developed over the time that you are completing your portfolio, and should include *at least two quotations* about poetry that you agree with and integrate into your writing. This should be no longer than one page.
8. **Published Poems** - **SIX** poems (directly related to your theme) *by published authors* must be included with one relevant museum-source graphic per poem. A minimum of *four different poets* must be represented in your portfolio. Include poet names. All sources of poetry must be listed on your “Poem Source Page.” Poems should appear with the same formatting (left justified, centered, same line breaks, etc.) as they were in the source in which they were found. You can only have one poem per page, and be printed in color (please-no full-page background printing). The pieces of artwork from museum web sites must have proper citations under them.
9. **Theme Explanation Boxes**- You must include a brief explanation (1-3 sentences) per published poem about how the poem fits your theme. You must include these in text boxes on your poem pages. Be specific!

10. **Art Citations** - For your fourteen museum source art works included, you must have proper source citations both under the picture (only list *artist, title, date, and museum* underneath the graphic) and the source should be cited on a “Graphic Sources” page. Your source folder must include the purple half-sheets for the graphics citations. (Note: if you create original artwork/photography for your original poems, you do not need to have museum artwork for these.)
11. **Graphics explanations** - For all works of art and graphics throughout your portfolio, you must include a brief explanation (1-3 sentences) per art work about how the art work fits that particular poem. You must include this in a text box on your poem page. Be specific!
12. You *may* choose one set of song lyrics for your portfolio, but song lyrics are NOT required.
13. **Biographies** - Four poets represented in your portfolio MUST have biographical information in your “about the poets” section. The section entitled "About the Poets" should include detailed information about each poet must be included within the portfolio. These should be a minimum of two to three paragraphs. You are required to cite at *least two* sources per biography, including at least one quotation from your source. In-text citations and bibliography (Biography Works Cited Page) are required. **No citations = no credit for your work, no matter how good it may be.** (Note: Wikipedia.com, About.com and Answers.com are not considered valid sources).
14. **Poetic Elements Section:** you must select and define/describe FIVE sound elements and FIVE figurative elements to be included in a short "Elements" section of your portfolio. For each element described/defined, you must include a 3-5 line original (written by you) poem or part of poem which demonstrates that element clearly.
15. **Criticism/Analysis** - You must choose one of the poems by a published poet and write a critical interpretation of the poem (what does the poem mean on different levels, and what literary devices are used and how do they affect the poem).
16. **Original Poetry** - EIGHT original form poems (poems written completely by you) must also be included. These poems must demonstrate an understanding of poetic elements. These must be related to your theme and must have museum source art as well (or original artwork created by you). In a text box, give a detailed description *of the form* (i.e. sonnet, tyburn, tanka, etc.) of the poem you used. You should still include the graphic explanation as you did on the poems by published authors.
17. **Bibliographies** - THREE Bibliographies: A “Poem Source Page” must be included listing where each poem was found. A separate “Biography Works Cited” page listing sources for information cited in the "About the Poets" page must also included. A third page for artwork cited titled "Graphic Sources" should follow the other two. All bibliographies must adhere to MLA format. See library handout, half sheets, or links provided.
18. **POETRY FUSION PROJECT** – For this section of your portfolio, you will provide evidence of an art/poetry fusion project. Create art work using lines of poetry from your portfolio (either by published authors or by you). The art and the poem should complement each other, making something completely new out of the poem. This section of your portfolio needs to include a detailed explanation about planning and what you have done, as well as evidence of your project (such as photographs, drawings, etc.). You may use any medium you choose, but poetry from your portfolio MUST be part of the fusion piece. Examples include original photography, painting, drawing, sculpture.

19. **Creative Reflection:** This essay will discuss the process of the portfolio and your poetry writing, specifically the creative process, incorporating Theodore Roethke's quote, "Sometimes an apparent constraint can serve to free the imagination." You need to use specific details about your poetry writing in this essay.
20. All work must be neatly presented in finished form with attention to ensure "published" quality.
21. **Assessment Checklist** - Finally, you must fill out the self-assessment checklist and include it in the back of your portfolio. Failure to do so will result in a 5 point penalty!
22. An overall quality grade will also be factored in to your portfolio score.
23. Good Idea: have your teacher look over your project prior to handing it in to ensure you have all the elements you need.

Although we will work on the portfolio in class, the majority of work will be done on your own time. Please bring any material that will be beneficial to your task.

TIPS:

Organize your portfolio based on the self-assessment checklist

Print out any and all items you are considering for use: poetry, biographies, and graphics. Organize them.

The academic writing (criticism, biographies, and essay, etc.) should be double spaced, 12 point, Times New Roman or Arial font

Avoid pale fonts (i.e. pink or yellow words on white paper) - If I can't read it, I can't grade it.

Avoid "shadow" fonts that make the words appear blurry and low quality graphics that have copyright stamps or are over-pixelated

Please do not print full-page sized graphics.

PORTFOLIO ASSESSMENT CHECKLIST – THIS MUST BE FILLED IN (or -5 points)

CRITERIA	Title (fill in)	Possible Points	Teacher score	Teacher Comments (see key)
Cover page		5		
Table of contents		5		
Preface		6		
“Thoughts on Poetry”		8		
Published Poem 1		6		
Published Poem 2		6		
Published Poem 3		6		
Published Poem 4		6		
Published Poem 5		6		
Published Poem 6		6		
Biography 1	Poet:	9		
Biography 2	Poet:	9		
Biography 3	Poet:	9		
Biography 4	Poet:	9		
Criticism/analysis		10		
1. Form:		8		
2. Form:		8		
3. Form:		8		
4. Form:		8		
5. Form:		8		
6. Form:		8		
7. Form:		8		
8. Form:		8		
Sound elements		10		
Figurative Elements		10		
Poetry Fusion		20		
Creative Reflection		10		
Poetry Source page		5		
Bio. Works Cited page		5		
Graphics Source page		5		
Overall Quality		15		
Total Score		250		
Source Folder deduction (if missing or incomplete)		<20>		
Total Score : Deductions (late): Final Score: <div style="text-align: center; font-size: 2em;">%</div>	Comment Key 1S – One source CI – Citations Incorrect EX – Explanation FM – Formatting GR – Grammar INC - Incomplete NA – No Author NC – No Citations (zero grade) NI – Not included (zero) PIC – Graphic T – Typos Top – off topic			

NAME _____

Date handed in _____

Late? -10% -20% -30% -40% -50%