

Cumulative Portfolio and Self-Assessment

This assignment is worth 15% of your final mark.

The Cumulative Portfolio and Self-Assessment is designed so that you can reflect on your portfolio and on aspects of your learning.

The final component of this course is to create a portfolio of your work including the cumulative feedback you have received on the work you completed in the course. It will provide you with an opportunity to reflect on your skills and write a self-assessment which will reflect on the learning activities and how they have helped you develop your communication skills.

INSTRUCTIONS

Part A: Cumulative Portfolio

The Cumulative Portfolio has three separate sections, one for each of the three major writing assignments in Communications 1:

1. Reading Analysis*
2. Research Essay*
3. Oral Presentation*

For **each** of these sections , you must provide a **200-400 word** written discussion that includes:

1. A reflection of your experience in writing the assignment and receiving feedback from your Facilitator and/or classmates.
2. An analysis of 2-3 different types of errors you made in the assignment, what you learned from the feedback you received on them, and how you will ensure that you don't make this type of error again. **Note:** You can discuss only one APA error.

Part B: Self-Assessment

In Week 3 of the course, you wrote a Self-Improvement Plan* in which you discussed your grammar problems and made an action plan to address them. Revisit that Plan and write a Self-Assessment section of 200-400 words that answers the following questions:

- What were your goals for this course and have you achieved them?
- What assignments and activities helped you improve your skills? Which ones were not helpful?
- What skills have you improved and what skill areas still need work?

GRADING CRITERIA

Overall, this assignment has four sections, each with a word count of 200-400 words, for a total of 800-1,600 words. Each section is worth 25% of your overall grade, which will reflect your ability to write

- **Clearly:** Your content is easy to understand.
- **Concisely:** You get to the point without rambling and repetition.
- **Coherently:** Your discussion is logical, rational, and complete.
- **Correctly:** You have followed instructions and have very few errors in grammar, punctuation, capitalization, and spelling.

NOTE

*If you did not submit either of these assignments when required during the course, you must write and submit them along with your analysis of them. You will not get a retroactive grade or extra credit for this submission. However, you will be eligible for a grade in the section of the Cumulative Portfolio and Self-Assessment that makes use of the assignment. (See Grading Criteria.)