

## Electronic Portfolio Submission Guidelines

1. Submit one hard copy of the portfolio and one electronic copy on cd-rom. No email submission will be accepted.
2. On the cd-rom save all items in one folder named "your name graduate portfolio quarter/year." Use Microsoft Word for all text documents.
3. In that file will be the following items. Note that some items must appear in more than one format.
  - a. introductory essay.  
(must be in both .docx and .pdf formats.)
  - b. official signed copy of candidate's program of study  
(.pdf format only--may pick up the signed copy from the English Department main office)
  - c. copy of the approved proposal for the independent paper **including initialed cover sheets**  
(.pdf format only; should reflect the final approved version submitted by you)
  - d. a 120 word abstract of the independent paper  
(.pdf format only)
  - e. the independent paper  
(this must be in both .doc and pdf formats.)
4. If you do not know how to scan, save documents in pdf format or copy to cd-rom, please make an appointment at the STAC (Student Technology Assistance Center) in the library (775-2656/210 Dunbar Library). The staff at the STAC can guide you through the process using state of the art equipment. You should begin early, learning by scanning and saving items, b. and c., as the STAC staff is likely to be overwhelmed if all graduate students wait until the last minute to ask for assistance. The deadline for portfolio submission is firm.
5. All cd-roms must be labeled on the disc surface with the student's name, concentration, quarter and year.
6. CD-roms that do not meet the above guidelines will be returned to the student for re-formatting.

Documents by format:

PDF	Microsoft Word
Introductory Essay	Introductory Essay
Program of Study	Independent Paper
Approved Proposal w/initialed cover sheets	
Abstract	
Independent Paper	