Goucher College Writing Program

Instructions for Submitting a Portfolio

Last Updated July 20, 2015

1. Students must be invited by their professors or the Director of the Writing Program to submit portfolios.
2. Choose 3 papers that were written for college classes.
3. The total length should equal about 20 pages.
4. At least two of the papers must demonstrate that the student is able to conduct scholarly research (use secondary sources) and incorporate these sources into their texts.
5. The papers do not need to come from English classes, but they must come from college classes.
6. Please include a cover letter (or cover e-mail) that includes the following information: name of previous college or university (if applicable), completed college-level writing courses (please state the name of the course and the institution where the course was offered), student’s year in college (i.e. 1st year, sophomore, junior, or senior).
7. Please submit the papers and cover letter either by e-mail to Phaye Poliakoff-Chen at Goucher College (phaye.poliakoff-chen@goucher.edu) or by mail to Phaye Poliakoff-Chen at Goucher College, 1021 Dulaney Valley Rd., Baltimore, MD 21204.