

# **Writing Portfolios**

# Announcements

- Midterms are nearly done. Will be handed back Wednesday.
  - It seems the overall class likely did better. Some individuals of course did not.
- Getting help:
  - Email is a fine way to get help
  - Going to discussion is even better
  - First line of support is Steve, then come to me
  - Make appointments with either of us
  - Slots filling fast for next week!

# 'Genres'

Project Overview/Proposal

Case Study

Progress Report

Research Paper

Executive Summary

# **Project Overview**

More typical to corporate/government work.

Description of a project before work begins.

Who? What and Where? Why? How will you do it? How do you know that you are done?

# Case Study

- Harvard Business cases are *the* canonical example of this form
- Narrative tone
  - Often written as a “mystery” to be solved
- Useful for teaching about decision making in a variety of forms
- Typically focuses on a particular event/series of events

# Progress Report

- Reports on status of ongoing work
- Remind the reader what the overall project is
- What progress has been made?  
What is still to be done?  
What might hinder progress?  
What are the outstanding questions?  
And so on...

# Research Paper

- The kinds of things you often read in class
  - And will read way more of if you go to grad school
- Typically have:
  - Intro
  - Related Work
  - Methods
  - Findings
  - Discussion
- Need an “argument” – this is an **EMPIRICAL** argument, not a philosophical one in this class

# Executive Summary

- Who remembers from class on Friday?



# The Portfolio Itself

Final versions of writings as well as

Representing and *reflecting* on the process

Remember: this is about you learning to write the same thing in a lot of different ways.

## **Some reminders:**

- Everything should be compiled into ONE document with your name on every numbered page, uploaded to TurnItIn.com
  - Class ID: 6080138
  - Enrollment password: orgs123
- See **EXTENSIVE** information online about plagiarism in this class.

# Exact Quotes

- Use “” before and after the other person’s words.
- At a MINIMUM put a name (or pseudonym in the case of your field work) after the words. Use proper citation more often.

# Paraphrasing and summarizing

- Introduce the source early on and be clear about what is you and what is the source
- Don't be afraid of using quotes
- Use a citation in a standard form (endnote or footnote, APA, ACM, etc.)

# **Graphs, Charts, Images, etc.**

- Check for copyright
- Provide attribution

