

**Undergraduate Program in  
Comparative Literature  
Student Portfolio Checklist**

As an incoming student, begin compiling a portfolio of your undergraduate major. The portfolio should reflect your statement of goals (see below) as well as the program's statement of goals (see separate document). Not only will the portfolio be useful in the future (when you apply for jobs or further study), it also will enhance your work in the program now by helping you recognize your accomplishments and any areas that need improvement.

It is your responsibility to keep the portfolio, updating it as needed, in consultation with a faculty advisor. (If you like, you may develop a website with links to the various components.) Before you graduate, an advisor must do a final review of the portfolio and sign off on it.

The portfolio has two versions: the general one, which you keep, and the departmental one (a subset of the former), which you supply to the department. At least once a year, meet with an advisor to review the general version and submit updates for the departmental one. The portfolio will be expected to include, at a minimum:

\_\_\_\_\_Statement of goals (first semester in major, typically in CWL 400). **For you and dept.**

\_\_\_\_\_Annual self-assessment in relation to goals, modifying goals as appropriate, reviewed by advisor (each academic year after first one). **For you and dept.**

\_\_\_\_\_Statement of achievement-a final self-assessment (for final review). **For you and dept.**

\_\_\_\_\_Curriculum vitae, reviewed by advisor (working copy each academic year, plus final copy for final review). **For you and dept.**

\_\_\_\_\_At least one written paper each academic year of attendance, reflecting the range of study inherent in Comparative and World Literature. At least one must be a research paper. We encourage you to save all of your formal written work. **For you only.**

\_\_\_\_\_Faculty and/or peer evaluations of oral presentations, if available. **For you only.**

\_\_\_\_\_Evidence of professional development if you have engaged in any: attendance at local, state, regional, or national conferences, papers presented at conferences, public readings of creative work, participation in campus student organizations, student leadership, participation in overseas academic programs, travel experience, peer tutoring, K-12 involvement, development of software or website, etc. **For you only.**

\_\_\_\_\_Faculty: **At the end of the program, be sure the student receives a department alumnae/i survey.**

**Final portfolio reviewed and approved:**

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(faculty signature and date)