

Non-Thesis Option Portfolio

General portfolio criteria

The purpose of the portfolio for the non-thesis student is to engage the student in the process of scholarly research and writing in order to produce a publishable, article-length research paper.

The following items will be included in the portfolio. The function of each item or other requirements related to each item will be detailed in the list.

- A research paper written by the student as part of a graduate course in English at JSU. The professor of record for the course will usually serve as the portfolio committee chair for the non-thesis option portfolio.
- An abstract of the original research paper. The committee for the non-thesis option portfolio will be comprised of the portfolio committee chair and two other graduate faculty members from the department of English. Potential committee members will be presented with the abstract prior to agreeing to work on the committee.
- Revised original research paper. **After assembling the committee, the student will revise the original research paper under the direction of the committee chair and in preparation for an oral presentation of the paper.**
- List of proposed journals. Prior to the oral presentation, the student will locate three to five scholarly journals (print or electronic) that would be appropriate for the publication of an article on the topic covered by the research paper. The student will type a list of these journals along with a brief, two to five sentence, explanation of why each journal was selected. The list will be presented to the committee members at the oral presentation.
- **Oral Presentation Evaluation Form.** The student will read the revised paper to the entire committee. The committee members will use the presentation evaluation form to provide written suggestions for further research and other additions necessary to prepare the paper for publication.
- Review of literature. The review of literature will be incorporated into the revised, article-length paper, so it will not be a separate item in the portfolio. However, the weight which will be given to the review of literature necessitates special mention in this list of criteria. The review of literature will consider a minimum of ten (10) approved sources; the final minimum number may be adjusted by the committee. The revised, article length paper will not be accepted without the review of literature.
- Revised, article-length paper (exact length to be determined by the student's committee). After consulting with the portfolio committee and after reading articles from the selected journals, the student must complete an article-length research paper appropriate for publication in one of the selected journals. The paper is considered complete when the committee members have reviewed the paper and recommended it for submission. This process should involve multiple revisions of the paper.
- Article Approval Form. Once the committee reaches a consensus on the paper, the committee members must sign the Article Approval Form indicating that they believe the revised, article-length paper is suitable for publication.

- Copy of submission email or letter. Once the committee approves the paper, the student must submit the paper to one of the selected journals, using the format designated by that journal. A copy of the submission letter or email must be included in the portfolio.

Criteria for a passing portfolio

- The written work demonstrates a substantial knowledge of and facility with the underlying principles of and central concepts in the subject area relevant to each paper.
- The paper must show that the student has the ability to establish an original thesis or hypothesis, an original interpretation or analysis, or a substantial and original synthesis.
- The paper appropriately frames the original material in the project within the context of established work or relevant traditions in the discipline, provides documentation appropriate to the discipline, contains few and relatively minor grammatical or typographical flaws, and is clear, well-organized, and stylistically sound.
- The work itself is of very high quality. The paper has been carried out competently, diligently, independently, and in a manner that fulfills the basic standards of the discipline.

The student has one year from the end of the semester in which he or she passes the GACE in English to complete the non-thesis portfolio.

The portfolio must be complete and designated as passing by the entire portfolio committee at least three weeks prior to the date the student expects to graduate.