

Appendix 1: Two portfolio structures

From Sounds to Words, a 30-credit first-year module: 4000 words

Each student 'adopts' a word on which they do three research projects.

Formative work for feedback	Portfolio submission	How it's marked
	Introduction to the word	80% Holistically across the pieces, using criteria: <ul style="list-style-type: none"> • Subject knowledge [20%] • Data/methodology [20%] • Argument/analysis [20%] • Communication/presentation [20%]
Essay on form (<1K wds)	Redrafted Essay 1	
Essay on meaning (<1K wds)	Redrafted Essay 2	
Presentation on variation (usu. group: 8-10 mins per person)	Presentation slides, feedback form, self-assessment	
<ul style="list-style-type: none"> • Submitting formative work • Learning journal • Attending & reporting on suggested talks/events • Visiting tutor's office hrs • Posting to Canvas • In-class quizzes [10 pts] • Attendance [10 pts] 	Participation record (checklist of participation activities)	20% Different activities are accorded numbers of points on the participation record, which the student adds up (except for attendance, which the tutor does).

Topics in Linguistics: Pragmatics 15-credit final-year module: 3000 words

Formative work for feedback	Portfolio submission	How it's marked
Weekly prompts, often involving data collection & analysis: 500 words max [students do as many/few as they like]	Essay (2000 wds, developed from one of the prompts)	90% using equal criteria: <ul style="list-style-type: none"> • Subject knowledge • Data/methodology • Argument/analysis • Communication/presentation
	2x 500-word pieces from the weekly prompts (ideally, redrafted from formative submission)	
<ul style="list-style-type: none"> • Submitting formative work • Visiting tutor's office hrs • Posting to Canvas • Attendance [20 pts] 	Participation record (checklist of participation activities)	10% See previous example.