

If you began classes in Fall 2018, to keep you on track with your graduation plan, your WOC Portfolio is still due by May 13, 2020 at 4pm. Please read the following information carefully.

Whether you are submitting for the first time or resubmitting, the process is the same:

- Go to D2L and self-enroll in the "Second Year WOC Portfolio" submission course. If you're resubmitting, you don't have to register for the submission course again;
- You can access the support materials, instructions, cover letter guide, templates for the forms, and the portfolio dropbox in the D2L course;
- You can call the Integrative Core Program Office at 330.829.8229 or email [icore@mountunion.edu](mailto:icore@mountunion.edu) if you have questions, would like help choosing appropriate materials to use for your WOC Portfolio, or need help building and submitting your WOC portfolio;
- You can also make an online appointment at the DWOC Studio for help revising essays or presentations, as well as for help building and submitting your WOC Portfolio;
- If you're resubmitting, you should build a new portfolio. The process is the same, but you'll need to rewrite your cover letter and complete new forms (statement of authenticity and informed consent).

Many of you have asked about recording presentations off campus. You may record (or re-record) your presentations at home or other off campus location on your phone or other camera. Please make sure you appear on camera. Also, do your best to get your visual aid into the recording, but if you cannot, save your visual aid as a PDF and include it in your portfolio. Finally, you do not need audience members for your presentation.

If you're only resubmitting one part (e.g., Written), please indicate that in your revised cover letter. You'll only need to resubmit the part you failed.

Regardless, please take this process seriously. The consequences of not submitting or failing are serious: A non-submission is considered a FAILING portfolio, and failing one or both parts of the WOC Portfolio means that you'll have to resubmit or be enrolled in the WOC class(es).

If you've already submitted and failed and you fail again, you'll have to take either WOC 200 or 201 (or both) in summer or fall 2020. Passing the WOC Portfolio is both a graduation requirement and a prerequisite for enrolling in a Capstone (CAP 400).

The WOC Portfolio is a "second-year" proficiency. This means that you should submit material that demonstrates what's expected from a second-year student. So, the best choice is to submit material you created as a second-year student or revised during your second year.

Most importantly, just do your best based on your situation. These difficult circumstances will, of course, be taken into consideration during portfolio evaluation. Portfolio results will be emailed the second week of June.

This cannot be stressed enough, if you have any questions, please call us at 330.829.8229 or email [icore@mountunion.edu](mailto:icore@mountunion.edu).