

# PORTFOLIO CERTIFICATION FORM

## The Columbus School of Law

**NOTICE TO STUDENTS:** Once you have completed three writing projects to satisfy the requirements for the upper-level writing portfolio, please give this form to your professor (prior to giving this form to your professor, you may want to pre-fill the three portfolio element lines show towards the bottom of this form). She/he will complete the remainder of the form (including signing the form) and then this should be emailed back to the registrar (Stuart Schept; schept@law.edu) **PLEASE DO NOT ATTACH THE PORTFOLIO PROJECTS.** The Office of Academic Affairs does not need (or want) the actual portfolio items.

## FACULTY CERTIFICATION

I certify that \_\_\_\_\_ has completed portfolio projects in connection with the following course: \_\_\_\_\_

This project satisfies the requirements for the Applied Legal Writing Portfolio because it was completed pursuant to Academic Rule 12.B.2.a, and included:

- a. Close faculty supervision of the writing project;
- b. Submission of at least one substantially complete draft in addition to the final product;
- c. Feedback on interim drafts in the form of written comments, regular conferences, or both;
- d. Minimal use of boilerplate language;
- e. A research component appropriate to the project's scope; and
- f. No substantial rewriting by the faculty advisor

### Description of portfolio:

**\*\*Please fill in the below lines with a short description of the elements of your portfolio. For example: "client engagement letter"**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Supervising Faculty Member**

\_\_\_\_\_  
**Date**