

LUC WRITING CENTER – “TURNING IN AN ESSAY AND/OR ESSAY PORTFOLIO”

Once you have completed **the final draft of your essay, hopefully by the due date**, you are ready to turn it in to your teacher so that it can be read, evaluated, and graded. If you’ve followed all the steps of good essay-writing alphabetically listed on the Loyola Owl, your essay should be an example of thoughtful, solid writing that will demonstrate your commitment to writing, editing, and revision. Often your teacher will ask you to show all steps of this process including 1) notes and outline, 2) multiple drafts, 3) peer reviews of your work, and 4) your final essay, etc.

How do I turn in my essay?

Look at your essay prompt for specific instructions on how to turn in your essay. Your teacher will usually ask for a print copy of your essay handed in at the beginning or end of class time, or a copy emailed to your teacher’s email address by the beginning of class. Your teacher may ask that you both email and print your essay, or that you upload your essay to Sakai and turn in a print copy at the beginning of class.

Tip: Make sure that you carefully read and follow your teacher’s instructions. Also, if you turn in a print copy, make sure that you have **stapled it or used a paper clip**. Doing so is much more professional than expecting your teacher to have a stapler or turning the corner of the pages down, which is harder to do with longer essays (more sheets of paper). If you don’t own a stapler, go to campus early and use the free staplers in Lake Shore Campus’s **Klarchek Information Commons**, Cudahy Library, or Water Tower Campus’s **Lewis Library**.

I finished my essay well before the deadline. Should I go ahead and turn it in?

If you feel confident about your work, go ahead and turn it in. However, you may need the extra time to read it through one last time and make any last changes. You also don’t want to forget to turn in the paper, which can happen if your brain has decided subconsciously that your essay is finished!

Note: Just because you turn in an essay early doesn’t mean your teacher will grade it sooner than the papers written and turned in later by the rest of the class.

How do I turn in an essay portfolio?

As you write your essay, save your 1) notes, 2) outlines, 3) peer reviews of your work, and 4) different drafts (1, 2, 3, etc.) in your folder or on your computer. Collect or print these and put them with your final essay. Particular questions about your essay portfolio should be directed to your teacher in class, during office hours, or via email. Remember to always use professional etiquette when interacting with your teacher.

Tip: Ask your teacher whether to put the documents **in the order of oldest work first or newest work first**. Sometimes teachers can accidentally grade the wrong version of your essay (i.e. the second draft instead of the final draft), so make sure that your **final version of the essay is obviously designated as the finished product** (and dated with the last date).