Portfolio Assessment of Your Work

What is a Portfolio?

A student portfolio is a meaningful and purposeful collection of student work that tells the story of a student's efforts, progress, and achievement in a given area.

The FINAL portfolio must contain 10-15 pieces of high quality work. The front should contain the student's resumé, a course syllabus, and project list. The back of the portfolio should contain journal entries, self-reflections, grading rubrics, and weekly plan sheets.

What are some uses of a portfolio?

• To show the process by which work is done as well as the final product.
• To teach students to become self-evaluators of their own work.
• To show a reflection of student achievement.
• To teach students to develop goals for further achievement.
• To let students and parents know how they are progressing in the class.

What can be in your portfolio?

• Projects
• Art, drawings, or photos
• Assessments (written or performance tests)
• Checklists of skills mastered
• Documentation
• Journal entries or writing examples
• Reflections
• Extracurricular involvement
• Peer Reviews/Recommendations
• Notes from class, meetings, interviews, or conferences

A variety of work should be included, such as:

one notepad example	one set of thumbnail sketches
2-3 business cards	successful/unsuccessful ad (before/after)
brochures	2-3 logos
CD/DVD covers	non-profit organization
Postcard	Greeting Cards (valentine, birthday, special occasion, etc.)

Refer to project list on syllabus for additional entries

It should NOT contain any material that could be considered controversial!

Final Exam Portfolio Requirements

❑ All portfolios should be in a clean binder with a cover sheet
   (either in the front cover sleeve or the front of the binder)
❑ Each project should be mounted to black acid-free paper with a glue stick
   (ONE SIDE ONLY)
   -Brochures, cards, booklets, and double-sided projects should NOT be glued in/mounted
❑ Each project should be inserted into a sheet protector
❑ Each portfolio should include ONE SET of computer generated THUMBNAILS
❑ Each project should be labeled
   (all labels should be **TYPED** with consistent fonts and in the same location on each page)
❑ Choose your BEST work! Your projects should NOT have any mistakes, typos, etc.

Suggestions for projects:
      notepad, business card(s), bound booklet, postcard, brochure, greeting card

Remember: odd #'s are better than even & several versions of the same project should be
      mounted together and count as one item (see example)