Portfolio—Content and Organization
Assignment

Due Date _____

Directions:

- Purchase a 3" 3-ring binder and at least 18 sheet tabs.
  - Bring your binder/portfolio to class **every day**.
- Purchase some type of storage device to back up your work.
  - Rewriteable CD/RW
  - Thumb drive (or the equivalent)
  - 3 ½" floppy disks (at least five)
    - § Bring your storage device to class with you **every day**.
    - § Submit all of your portfolio projects on a CD/RW at the end of the course
- Put your first and last name, EDUC 1220, and your class time (9:00, 10:00 or etc.) on your storage device(s).
- Put your first and last name, EDUC 1220, and your class time (9:00, 10:00 or etc.) on the outside cover <u>and</u> end of your binder/portfolio.
- Create section tabs that correspond with the folder names in column one of the *Print these Files* handout. Don't forget to create a tab named Shelly Cashman for storing the Shelly Cashman projects.
- Place the section tabs in the binder/portfolio in <u>alphabetic order</u>.
- Hole punch your *Candidate Grade Sheet* and place it inside the front cover of your binder/portfolio. Do not remove the candidate grade sheet (four pages) from your binder/portfolio unless directed to do so by your instructor. The first thing your instructor should see when he/she opens your binder/portfolio is the *Candidate Grade Sheet*. Do not place it in a plastic sleeve.
- Hole punch the files you are instructed to print, and place them behind the correct sheet tab (Refer to the *Print these Files* handout)
- All of your portfolio projects will be printed, hole-punched, and placed behind their corresponding assignment page and rubric. They will be submitted for grading according to the submission dates in the *Deadline Dates* handout. **Always submit a rubric with the project to be graded**.
- Your instructor will collect, grade, and return the projects as scheduled. Return them to their correct place in your binder/portfolio. NEVER throw away a graded portfolio project or scored rubric.
- You will submit your completed portfolio, as directed in the *Deadline Dates* handout, for a separate portfolio grade (See the rubric).

Rubric
Portfolio—Content and Organization
(MUST BE SUBMITTED WITH PROJECT FOR A GRADE)

Description	Point Value	Points Earned
3" binder with sheet tabs	10	
• Sheet tabs are in alphabetical order • Sheet tabs display section names as directed	20	
Portfolio is clearly and correctly labeled with name, course, and time	10	
Candidate Grade Sheet is properly placed in front of portfolio	10	
All files are printed as directed	20	
All files, projects, and rubrics are hole-punched and placed behind correct sheet tabs	100	
Portfolio is neat, clean, and organized in a professional manner	30	
Correct spelling, grammar, and punctuation (--5 points for each error)		
CD/RW was submitted with portfolio (--50 points if not included)		
Additional Comments:		
Total Points Possible—200	Total Points Earned	