Portfolio Contents and Criteria Checklist

Sections and Required Contents of Each

1. Introduction
   - Personal goal*
   - Overview describing contents of portfolio
   - Reflection on portfolio as a whole (what learned, what progress made, results of work done, changes in thinking, etc.)

2. Student Work
   - Assignments, including first and final drafts of all assignments*
     Optional:
     - Self-reflection on individual assignments*

3. Personal (all optional)
   - Journal/learning log**
   - Own interests
   - Class notes**

4. Assessment
   - Self-assessment (use Self-Evaluation Checklist)
   - Peer assessment (use Peer Evaluation Checklist)
   - Criteria for evaluation

Criteria

- Well organized and put together, following requirements.
  - Font Times, Arial,
  - Edited for error.
- Presence of all required elements, completed, minimally, at an acceptable level
- Feedback integrated into final drafts
- Progress over initial performance shown
- Thoughtful reflection shown
- Evidence of creativity (bonus pts.)

*Should be in portfolio at time of conference.
**If decide to include, beginning should be included in portfolio at time of conference.