

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.