

Building Your Portfolio

Directions: Your portfolio will help you build a body of visual work related to this course. Use your portfolio to review your performance during the course. As you assemble your portfolio, reflect on the material and your learning and whether you have assimilated the learning. Your portfolio shows how you are using the course material in your life. Use this guide to help you organize your portfolio.

Goals

Include both personal goals and content goals. Personal goals may be to learn to write more clearly or to complete work on time. Content goals are directly related to the course material. Your instructor will provide a list of goals that you can use. Keep your goals realistic.

Personal Goals:

Content Goals:

What to Include?

Include any of the following:

- Examples of work
- Written communication
- Cooperative learning projects
- Documents related to community service and work experience that relates to the course material
- Tests and instructor evaluations
- Homework and class work
- Journal entries
- Research
- Photographs, drawings, charts, and graphs
- Achievement records and tests
- Work samples and projects
- Logs

How to Organize a Portfolio

1. Table of contents
2. List of goals
3. A paper that describes the goals and how well they were met
4. Several samples that show reflection on goals
5. Several samples that show goals met, with a short explanation as to how each sample shows the goal was met