

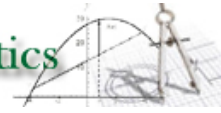
Portfolio Guidelines & Rubric

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1. A 3-ring binder is required to hold all sections of the portfolio. Tab dividers will facilitate keeping your portfolio organized and neat.
2. **Make sure your Table of Contents clearly reflects this order.** If your work is out of the specified order points will be lost. You must set up your Portfolio in the following order:
 - a. Class notes
 - b. Chapter Test Review Exercises with YOUR work included
 - c. Chapter Test Corrections/Reworks
 - d. Self Reflection (What I've Learned/What I still don't Understand)

This is part of your course grade. Failing to do your Portfolio WILL have a detrimental effect on your overall course grade. Again, this is NOT an optional assignment. These components are not busy work. Doing your chapter test corrections, the Chapter Test Review Questions, and writing or typing out the key terms, definitions, and formulas are a great way to learn and strengthen your skills in our course. Again, the Portfolio is NOT optional. Do not throw these points away.

3. Zero points will be earned for any blank/missing section.
4. Sloppy/illegible work will not receive full points.
5. Chapter Review Questions not completed, only part of the assigned problems completed, or no work to back up answers will receive no credit.
6. Corrections for Take Home are to be done on a separate piece of paper placed in front of the tests. (You may make a running list of corrections. You do not have to use a separate sheet of paper for each test correction).
7. Any areas down-checked at Mid Term maybe resubmitted for half-credit back; deadline for resubmissions is with the FX check.
8. Portfolios will be collected immediately before the beginning of the Mid-Term exam. A grade will be assigned at that time. The final portfolio will be due on the day of the Final Exam for evaluation and final grading. Graded Portfolios will be available for pick-up 48 – 72 hours after the exam is completed.



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	Pts. Possible	Pts. Earned MT /FX
1. Your Name clearly visible	2.5/5 pts.	____ / ____
2. Table of Contents	2.5/5 pts.	____ / ____
3. Class notes (including key terms, formulas, theorems, etc.)	5/10 pts.	____ / ____
4. Chapter Review Exercises w/ YOUR work attached	10/20 pts.	____ / ____
6. Chapter Tests w/ YOUR corrections attached [in front of all tests]	5/10 pts.	____ / ____
7. Self Reflection (what I have learned)	2.5/5 pts.	____ / ____
Total	25/50 pts.	____ / ____

Note: Any areas down-checked at Mid Term maybe resubmitted for half-credit back; deadline for resubmissions is no later than the FX check (see course calendar for date).