



Portfolio Guidelines & Rubric DE

1

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. Key Terms/Formulas/Theorems
- c. Chapter Test Corrections/Reworks
- d. Self-Reflection (where I was/where I am now)

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. Corrections for Take Home are to be done on a separate piece of paper placed in front of the quizzes. (you may make a running list of corrections).

6. Bonus points for Key terms & Formulas will only be earned if all Key terms & Formulas are accompanied by definitions or descriptions (what does each variable stand for, what does the formula allow you to find, etc.) as appropriate. They may be handwritten or typed. **DO NOT JUST PRINT OUT THE TEXTBOOK PAGES. THIS GETS YOU ZERO POINTS.**

7. 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.



Portfolio Guidelines & Rubric DE

	Pts. Possible	Pts. Earned
		<u>MT</u> / <u>FX</u>
1. Your Name clearly visible	1/ 2.5 pts.	____ / ____
2. Table of Contents	1/ 2.5 pts.	____ / ____
3. Class notes	5/10 pts.	____ / ____
4. Key Terms (w/definitions)/Formulas/ Theorems	10/20 pts. +2/ 5 pts.	____ / ____
5. Take Home Tests w/ YOUR work & corrections attached	5/ 10 pts.	____ / ____
6. Self-Reflection	3/5 pts.	____ / ____
<hr/>		
Total	25/ 50 pts.	____ / ____