

As part of the preparations for evaluation week we would like you to create a portfolio of the work you completed in the program this quarter. You will have a paper portfolio and an e-portfolio.

Paper Portfolio

This part of your portfolio should consist of a 3-ring binder, which is separated into the following sections (in this order):

- Self-Evaluation
- Seminar Papers
- Math Worksheets
- Math Homework Assignments
- Assessment Assignments
- Journal Writing
- Lecture Notes
- Otherwork you wish to show.

This part of the potrfolio is due on Thursday December 8th. We will provide you with a portfolio checklist on which you record all the assignments that you have completed. This check list should be placed at the beginning of your portfolio.

e-Portfolio

As part of your self-evaluation we would like you to reflect on you work this quarter in all parts of the program. As part of this reflection we ask you to create an e-portfolio of your best work. This will be an on-line document, which will be accessible to the world, so we would like you to take some care with it. Take some time considering your selections, and take the opportunity to revise and refine some of the work so that it is presentable to the outside world. We will pay particular attention to the work you have chosen for your e-portfolio when we are writing your evaluations. Your e-portfolio should include:

- Your best seminar paper
- An animated sequence
- A scanned sketch from your sketchbook
- A NetLogo or Excel assignment
- A scan of some math inspired art from one of your math assignments
- 5 of your best images from the Field Trip.

Please bring these documents with you to the e-portfolio workshop on Thursday Dec 1st. If you have softcopies of this material (eg seminar papers) make sure they are accessible from the computer lab. otherwise bring hardcopies. You will have access to scanners during the workshop. You will have the opportunity to refine and revise this material during the workshop, and we encourage you to take the opportunity to do this.

Instructions for Naming and Uploading Files

Create a portfolio folder inside your student folder on masu using the naming convention: Firstname_Lastname. Inside this folder create the following folders Seminar_Paper, Animation, Sketch, Math_Art, Computer_Lab and Field_Trip (as a short cut, just copy these folders from the Portfolio_Example folder into your folder). Add the files for the require parts of your e-Portfolio to the relevant folders. Name your files

according to the title of each piece of work, replacing any spaces with an underscore. For example, an appropriate file name for a seminar paper titled "Critique of Wade" would be Critique_of_Wade.pdf. You would copy this file to your Seminar_Paper folder. A photograph of a fern with a fractal shape might be named Fractal_Fern.jpg. You would copy this file to the Field_Trip folder. It is important that you title your work in a meaningful way. Please observe the following file format requests when creating your files:

- Your seminar paper should be saved as a ".pdf" file. You can do this by printing to a pdf from within Microsoft word. Alternatively you can export as a pdf from Openoffice.
- Your animation should be either an animated gif, mov or mpeg file. Make it small enough so that it is less than 1 Mb.
- All scans and photos should be in jpg, gif or png format, again make sure these files are made small enough for the web.

When you have finished, copy your entire portfolio folder to the following network location:

\\Coyote\curricular\emergingorder\Students\Portfolio