

Class Portfolio Requirements Checklist (for all portfolio types)

Portfolios are designed to take a reader inside your learning process via a substantive artifact rather than just simply a letter grade at the end of the semester. The process of creating the portfolio is designed to help organize and reinforce your learning as well as present it to others. Portfolios can vary a great deal from person to person based on which learning processes a given student is more interested in, as well as the very medium the portfolio is presented. Despite the diverse choices of presentation, certain criteria should be present throughout any portfolio.

1. Organizational Features.
 - a. Each portfolio should have an easily navigable structure by which all of its entries are arranged logically.
 - b. The contents should be known without having to view the entire portfolio.
2. Evidence of Course-Work
 - a. Within each portfolio, relevant course material is collected and indexed for reference and review.
 - b. **Each article of coursework is also reflected upon, addressing its meaning to you personally, academically, and artistically.**
3. Multi-Media
 - a. Portfolios generally should include documented artifacts from many different types of media. Photos, recordings, videos, or any other thing that can substantially show your work more personally.
 - b. Better portfolios have more types of media represented.
4. Evidence of Change
 - a. Entries should demonstrate your change or progress as a student/learner over the course of the semester.
5. Evidence of Reflection
 - a. Through the construction and the reflections, your portfolio should explain its own importance or significance. Nothing should be included without a purpose, and the reader must be aware of this purpose.