

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
- Physics Worksheets
- Physics Homework and Assessment Assignments
- Journal Writing
- Project Notes and Journal
- Presentation Feedback forms
- Lecture Notes
- Other work you wish to show.

This part of the portfolio is due on Thursday March 16<sup>th</sup>. 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 your 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, Mathematica or Photoshop assignment
- Your research paper and images, animations, or sound from your project

There will not be a specific workshop for creating your e-portfolio, but you may complete any time between now and Thursday March 16<sup>th</sup>, Week 10, by which time it should be complete. Instructions are given below. We will be available on Wednesday March 8<sup>th</sup>, Week 9, in the computer labs if you need assistance with this your project.

**Instructions for Naming and Uploading Files**

Create a winter quarter portfolio folder inside your student folder on masu using the naming convention: Lastname\_Firstname. Inside this folder create the following folders Seminar\_Paper, Animation, Sketch, Sound, Computer\_Lab and Project (as a short cut, just copy these folders from the Portfolio\_Example folder into your folder). Add the files for the required parts of your e-Portfolio to the relevant folders. Name your files according to a **meaningfully titled** filename for each piece of work, replacing any

spaces with an underscore. For example, an appropriate file name for a seminar paper titled "The Chaos of My Mind" would be Chaos\_of\_My\_Mind.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 10 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