

GETTING ORGANIZED

and preparing your portfolio

→ DURING THE QUARTER

USE THE PROGRAM CALENDAR AS
YOUR DATE BOOK TO TRACK
APPOINTMENTS AND MEETINGS

Setting up some type of system to organize your papers and work is the most important thing you can do to stay prepared for lecture and class. A good organizational system will also help make putting your portfolio together at the end of the quarter much more straightforward.

We suggest that you get a three-ring binder to keep your work in. You can set up the binder with dividers and label them with a system that works for you—days of the week, weeks of the quarter, or by project would all work equally well. You should include a section for your syllabus and program calendar, and notes.

Once your binder is together, carry it with you to class each day. You'll probably find that it's much easier to remember to bring one thing than to try and find each individual thing.

A portfolio is a collection of work. Writing, drawing, painting, documentation of 3D projects, research and more can be collected in a portfolio.

The portfolio you submit for evaluation at the end of fall quarter will reflect the stages of development in your projects, and will demonstrate your understanding of the key concepts of the program.

Your portfolio should contain the following:

- An introduction describing the way your portfolio is organized, and important features of your portfolio as a whole.
- Section introductions that discuss your relationship to the work, significant learning that occurred through the work, and your evaluation of it.
- Table of contents to guide the reader through each section of the portfolio.
- Autobiographical Book project, including all drafts of the work and writing tutor meetings, author's notes and documentation of final book.
- Map of Your Life project (pictures are fine), including a short narrative "reading" of the map.
- Research documentation for your online exhibit/website project, including all drafts of writing, thesis development, etc.
- Chief Leschi Project work.
- Copies of your self and faculty evaluations.

EVERYDAY ITEMS

Syllabus
Handouts on current assignments
Program Calendar
Writing paper and pencils/pens
Current study guides and text for seminar
Current drafts of your work