

Getting Organized

Get Organized

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.

Everyday Items

- Syllabus
- Handouts on current assignments
- Program Calendar
- Intellectual Journal and pens
- Current study guides and text for seminar
- Current drafts of your work

and preparing your portfolio

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

During the Quarter

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.

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:

- **Table of contents** to guide the reader through each section of the portfolio.
- A **draft** of your *self-evaluation*, and 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.
- **Written work**, including all drafts of the work and notes from writing tutor meetings, author's notes and documentation of research.
- **Printmaking** projects (pictures are fine).
- **Intellectual** Journal/notebook
- Worksheets, documentation of work, and notes from Reading and Writing **Workshops**.
- **Handouts**, documents related to seminar, lecture, films, and so on.
- **Other** materials that provide evidence of your intellectual life this quarter.