

ELO Portfolio and Reflective Journal Guidelines

Portfolio Guidelines

The following components are recommended in the development and organization of an Extended Learning Opportunity Portfolio:

1. Table of Contents.
2. Original Project Proposal.
3. Evidence of collaboration with mentor teacher, community partner, and others as appropriate.
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5. Research notes and sources.
6. Learning logs, work samples, documentation of interviews, or other written artifacts
7. Drawings, photographs, or other graphic evidence of learning.
8. Evidence of ongoing and summative reflection (your Reflective Journal).

Reflective Journal Guidelines

As soon as you begin an Extended Learning Opportunity, you should begin keeping a reflective journal. This will help you stay organized, keep track of your progress, document what you learn, and reflect on your experience. It will demonstrate the process you experienced on your ELO journey and reflect your learning style.

Note: it is difficult to create guidelines that will work for all types of ELOs, so please consider these guidelines as suggestions only; you are required to keep a reflective journal, but you are encouraged to adapt it to your individual needs.

The following ideas may be helpful:

1. Use a notebook, binder, or create a document online and set up a multi-column format. Stay organized from the very beginning of your project and plan to make an entry every time you work on your ELO. Your documentation should include three items;

The date / what you did / what you learned

2. Your documentation may not always be recorded in words. Drawings, diagrams, sketches, photographs, and graphic organizers may be helpful to your studies.
3. Use a separate section of your notebook or binder, or create a different document online to record notes from your research and reading.
4. Entries should track the time you spend on your ELO. Your credit will be based on your mastery of ELO plan competencies and the amount of time you spend on your project.
5. At the end of your ELO, we will ask you to summarize your reflections into a 1-2 page paper. This will serve as the last page of your portfolio.