PrepUS History

3rd Quarter Portfolio Organization

One of your responsibilities for this class is to keep all your work together to enable you to be better organized at exam time.

**Organization**

1. Arrange all handouts **in chronological order** (date you received them) in a 3-ring binder or folder. The work must be complete in order to earn credit for it.

> *How do I know what assignments I must include?*

 Use the items on your progress report as a guide, then list all other items of the same content area together (e.g., all Civil War work is together).

> *What do I do if I’ve lost an assignment or handout?*

Most items can be printed directly from my website, but some items are photocopies that are not available in electronic form. For these items, you may borrow the handout from a peer and complete it by hand on lined paper in order to receive credit (you can’t photocopy someone else’s work to earn credit).

2. **Choose what you consider to be your best work and the work that needs the most improvement, and redo the one that needs improvement**. Write a description of why you chose each assignment and include the paragraph and the two assignments in the front of your portfolio.

3. **Show your portfolio and the chosen assignments to a parent/guardian and ask them to give you feedback**. They may either write the feedback themselves or you may write it for them; either way you must have them sign what was written.

4. **You will need to bring the following with you next class:**

> your portfolio with all your 3rd quarter work arranged in chronological order

> the assignment you consider to be your best work

> the assignment you believe needs the most improvement

> a paragraph explaining why you chose these two assignments

> parent or guardian feedback (written by you or them) with their signature

5. **This is a QUIZ grade and is due next class!**

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Portfolio Organization Rubric

Organization (35% of Portfolio grade) Possible Earned

contains majority of the 3rd quarter work \_20\_\_ \_\_\_\_\_

organized chronologically \_15\_\_ \_\_\_\_\_

Work Samples (40% of Portfolio grade)

best work is separated from the rest of the portfolio \_10\_\_ \_\_\_\_\_

work that needs improvement is separated from

the rest of the portfolio \_10\_\_ \_\_\_\_\_

includes a thorough, written description of

why each piece was chosen \_20\_\_ \_\_\_\_\_

Feedback (25% of Portfolio grade)

 contains helpful, informative feedback from parent/guardian \_20\_\_ \_\_\_\_\_

 includes parent/guardian signature \_ 5\_\_ \_\_\_\_\_

 Total Earned Points: \_\_\_\_\_