

COMPONENT 5

Course Portfolio



PORTFOLIO CONTENT INSTRUCTIONS

As a culmination project, you will produce a document-based portfolio based on work that you complete in this class. It is important for you to understand that this project works in parallel with your Component 3 Project 2 Website. As the website is developed for the learner and where you will post lessons you based off of projects in this course, the portfolio is the planning (or instructor) document you would share with other educators as your guiding curriculum documentation. That said, the general aim of this project is for you to produce materials demonstrating *the quality of your work*.

In creating your portfolio you may use any and all computer programs you desire. The layout and color scheme of your portfolio is entirely up to you. (However, the color scheme of your website and portfolio *must* match up.) You are required to submit an organized and high quality document in a single PDF so your instructor may digitally make comments and return it to you.

The content of your portfolio is explained on the next page. Begin however, by thinking about the design of your portfolio, programs you think you'll want to (learn and) use, assistance or opinions you might need, and how to integrate it with your website.

To help you conceptualize the basic structure of your portfolio, refer to the table below. At minimum, your portfolio will consist of 10 pages. (*No hand-written submissions will be accepted.*) Not included in this simple table, but is preferred you do, is to include blank divider pages before and after the table of contents, and before the bibliography.

01. Cover Page	06. Lesson Activity #2
02. Self Introduction	07. Lesson Activity #3
03. Educational Philosophy	08. Lesson Activity #4
04. Table of Contents	09. Lesson Activity #5
05. Lesson Activity #1	10. Bibliography

*Lesson Activity Pages match with pages on Website.
Lesson Activity Pages are based on work completed in this course.*

YOUR NOTES:

PORTFOLIO CONTENT INSTRUCTIONS CONTINUED...

Document-Based Portfolio Layout:

Portfolio Pages	Pg. #'s	Contents
Cover Page:		Creative Design; Name; Course; Title
Portfolio Introduction:		Purpose of Document; ½ to 1 page
Educational Philosophy:		What you believe as an educator; ½ to 1 page
Table of Contents:		<i>The last thing you do.</i>
Lesson Activity #1:		A developed lesson based on work in this course.
Lesson Activity #2:		“
Lesson Activity #3:		“
Lesson Activity #4:		“
Lesson Activity #5:		“
Bibliography:		All references and software used.

*Portfolio must be developed in a Word Processing program such as Microsoft Word or Apple Pages.
Work developed in a computer presentation program will not be accepted.*

Basic Submission Checklist:

- ☐ Cover Page
- ☐ Table of Contents
- ☐ 5 Portfolio Elements
- ☐ Consistent in Font & Color Use
- ☐ Pairs well with Website

Submission Instructions:

1. Save as “lastname_EDIT 3318_portfolio.pdf”
2. Email to instructor if ≤ 20mb.
3. Submit on CDR if ≥ 20mb.

YOUR NOTES:

PORTFOLIO EVALUATION RUBRIC

PART 1. PORTFOLIO GENERAL MEASUREMENTS: [30]

Cover Page - Creative Design with Title, Name, Course						TOTAL
01.	0	1.0	1.5	2.0	2.5	
Portfolio Introduction - Purpose of Work & About Contents						
02.	0.5	1.0	1.5	2.0	2.5	
Educational Philosophy - Supported with clear reasoning						
03.	0.5	1.0	1.5	2.0	2.5	
Table of Contents - Complete and accurate?						
04.	0 - No			5 - Yes		
Bibliography - Complete, Organized, with Utilized References						
05.	0	1.25			2.5	
Website Integration - Pairing with Online Work						
06.	2	6			10	
	Poor	Moderately			Excellent	
Misspelling & Grammatical Errors						
07.	1	2	3	4	5	
	≥9 errors	7-8 errors	5-6 errors	3-4 errors	0-2 errors	

PART 1 TOTAL [30]: _____

FEEDBACK NOTES:

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PORTFOLIO EVALUATION RUBRIC CONTINUED...

PART 2. PORTFOLIO LESSON ACTIVITY PAGES: [70]

Utilized a Creative and Structured Design						TOTAL
08.	0		5		10	
	No		Somewhat		Yes	
Contains 5 Lesson Activity Pages						
09.	1	2	3	4	5	
Lesson Activity Pages use a Common Template						
10.	0		2.5		5	
	No		Mixed		Yes	
Disciplined Font Use (Limited, Consistent, Appropriate)						
11.	2		6		10	
Disciplined Color Use (Strategic & Not distracting)						
12.	2		6		10	
Purposeful Use of Non-Text (Tables, Graphs, Images, etc.)						
13.	2		6		10	
Lesson Content (Clear, Organized, Logical)						
14.	2		6		10	
Overall Professionalism						
15.	2		6		10	
	Low		Medium		High	

PART 1 TOTAL [30]: _____

PART 2 TOTAL [70]: _____

SUB-TOTAL [100]: _____

ADDITIONAL POINTS: _____

TOTAL PROJECT SCORE: _____

FEEDBACK NOTES: