**PORTFOLIO CHECKLIST**

**Format**

* Introduction page that contextualizes your learning in the class and includes an overview of the portfolio
* Outcome 1 page:
  + critical reflection that covers each point in the outcome
  + at least one revised essay attached
* Outcome 2 page:
  + critical reflection that covers each point in the outcome
  + at least one revised essay attached
* Outcome 3 page:
  + critical reflection that covers each point in the outcome
  + at least one revised essay attached
* Outcome 4 page:
  + critical reflection that covers each point in the outcome
  + at least one revised essay attached
* Final reflection page that pulls together your work in the class and discusses what strategies/skills/outcomes you hope to remember and carry forward from this class
* Compendium page:
  + SA 1 original with comments (at least 2 full pages; double-spaced, one-inch margins, 12-point font)
  + SA 2 original with comments (at least 2 full pages)
  + SA 3 original (copy from discussion board; at least 2 full pages)
  + MP 1 original with comments (at least 5 full pages)
  + SA 4 original with comments (at least 2 full pages)
  + SA 5 original (copy from discussion board; at least 2 full pages)
  + MP 2 original with comments or rubric (at least 5 full pages)
* Release Form page: don’t forget to edit it to say “DO” or “DO NOT” give consent

**Critical Reflection**

* About one paragraph per outcome point (some may be longer than others)
  + Can be organized with outcome points as sub-headers OR
  + Outcome points can be woven into a paragraph structure organized around the essay(s)
* Includes direct quotations from essays that are contextualized and explained in support of a specific claim about your learning/progress in an outcome
* Includes direct quotations from instructor and/or peer feedback that are contextualized and explained in support of a specific claim about your learning/progress in an outcome
* Also recommended: direct quotations/paraphrases from Critical Reflection Journal that are contextualized and explained in support of a specific claim about your learning/progress

**Revisions**

* Evidence of substantial revision (rethinking, developing, or complicating your claim/inquiry; re-examining your purpose and/or audience; re-examining or developing analysis)
* Evidence of proofreading and editing (improving transitions, clarity, sentence style)
* Evidence of how you addressed instructor and/or peer feedback in your revision