

For All Psychology Courses

STUDENT PACKET FOR PORTFOLIO DEVELOPMENT

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[You can download this packet from www.psyking.net, under Psy201-202, Lessons and Handouts, Downloadable PDFs]

INSTRUCTIONS FOR PORTFOLIO DEVELOPMENT

- *Please read the guidelines very carefully and review the criteria for grading. You should begin your development of the portfolio at the beginning of a module or area. Portfolios require adequate time to develop them well and for you to learn and get the most from the experience.*
- *Make sure that your portfolio includes a cover page, a table of contents and a list of references at the end. Also references should be cited on each page contained in your portfolio if you clip articles from newspapers or magazines or web pages.*
- *The most critical component of your portfolio is your reflective narrative on each item in your portfolio. Make sure that you reflect on the questions listed in your guidelines. I must know why you have included an item in your portfolio and what you have learned from it. Also, how this information relates to information we have covered in class or that you have read in your textbook.*
- *DO NOT SIMPLY CLIP ARTICLES OR PICTURES OR PRINT OUT WEB PAGES AND PUT THEM IN YOUR PORTFOLIO. This will get you an “F” grade.*
- *Please do include your signed pledge statement in the front of your portfolio. Also include your blank criteria rating form at the back of your portfolio for my grade and comments. Please also include a completed assessment form evaluating your experience of developing the portfolio. I would like these completed each time you develop a portfolio and then a final one for the overall experience. Indicate on the form whether this is portfolio #1, #2, or #3. Do this also for each portfolio submitted.*
- *Before formal submission to your professor, make sure you complete the checklist.*
- *Your portfolio may be submitted in a variety of formats: paper or notebook, web pages, digital portfolios on DVD, CD or diskettes, poster exhibits, videotapes, etc. Whatever the format, you must strictly adhere to the same guidelines.*
- *If you have any questions about your portfolio development process, please feel free to contact me.*

GUIDELINES FOR DEVELOPING A PSYCHOLOGY PORTFOLIO

Required Contents

- Your portfolio should reflect your creativity, thinking and imagination and demonstrate that you have learned one or more of the concepts discussed in class or from your readings in psychology.
- If you are developing a portfolio to submit instead of an exam, you should pick at least one concept from each of the areas to be covered on the exam.
- If you are developing the portfolio as your final project, you should include at least 4 areas discussed during the semester or summer session.
- If your project will be a major exhibit of some sort you may be allowed to develop it in one or more areas, based on your rationale and with permission of the instructor.
- Your portfolio can consist of some of the following: news and magazine clippings that illustrate psychological concepts particularly applicable to materials and issues discussed in class; articles and archival sources and data; photographic essays, animations, Internet presentations; development of educational psychology-related videos or CDs; or, other written materials. You can also create something other than what is on this list. ***It is recommended that you discuss your portfolio with your instructor if you have reservations or are unclear about what you want to do.***

Written Reflections

- Each item or object in your portfolio should be accompanied by written reflection. This is a critical component of your grade. Please attach your written reflections on the same or adjacent page to the item.
- You should also include an introduction page which provides a narrative overview at the beginning of your portfolio and a summary page at the end. A table of contents should also be included and a reference page.
- Your written reflections should address many of the following questions:
 - What prompted you to do this particular project?
 - Why did you select this article or item for inclusion in your portfolio?
 - Which psychological topic, principles and theories are involved?
 - How did the activity, item or object help you learn something new?
 - What did you learn specifically?
 - Can you describe any connection or relationship between the item, activity or object and other subject areas or life situations?
 - What did you think about as you worked through the task?
 - Make sure you red tag items in your portfolio that may be unnecessary. Remember that you need to be able to write a reflective narrative for everything you include.
- A reference source should be included on each article or item placed in your portfolio. This is in addition to a complete listing of sources on a reference page at the end of your portfolio. ***Please use the APA format.***

Portfolio Evaluation

- Your professor will evaluate your portfolio using some of the following criteria:
 - there is inclusion of an introduction
 - the diversity of the selections
 - there are substantive written reflections about selections
 - organization of the portfolio
 - the portfolio contains a table of contents
 - contents are psychology-related
 - contents illustrate particular concepts and theories
 - contents illustrate learning by student
 - portfolio displayed in a clear and creative manner
 - portfolio includes summary and listing of references

CRITERIA FOR PORTFOLIO EVALUATION

Style of Presentation (20 Points)

- _____ Format and Organization (10)
- _____ Contains Table of Contents (5)
- _____ Articles/Objects (typed and clearly presented) (5)

Total Points: _____

Written Analyses/Examples of Learning-Clear and Evident (40 Points)

- _____ Author clearly provides narrative statements about the article/objects included, why they are included and why they are examples of learning; Author does not merely clip articles and paste them (20)
- _____ Author convinces reader of learning and provides clear evidence of learning. (20)

Total Points: _____

Breadth of Coverage (30 Points)

- _____ Includes substantive information that extends understanding. Is not a mere regurgitation of classroom material only. (20)
- _____ Includes the required areas of coverage for exam or final project. (10)

Total Points: _____

References (10 Points)

- _____ Author lists and cites sources throughout the portfolio. (5)
- _____ Author lists all web addresses for sources. (2.5)
- _____ Portfolio contains a reference page at the end. (2.5)

Total Points: _____ **(Over)**

INSTRUCTOR'S COMMENTS:

Total Points: _____

NAME: _____ Course Number: _____

Semester: Fall ___ Spring ___ Year _____ Portfolio Number: ___1___2___3___Final

STUDENT ASSESSMENT OF PORTFOLIO DEVELOPMENT

If you are a student that developed one or more portfolios this semester, please take a few minutes to reflect and provide your assessment of its worth. This will help me as an instructor know whether this instructional optional was a meaningful experience as well as areas for improvement.

1. How many portfolios did you develop for this course?
a) 1 b) 2 c) 3 d) 4

2. Do you consider development of a portfolio a worthwhile learning process as compared to studying for an exam?
a) ___Yes b) ___No

Why? _____

3. What specific skills did you acquire or improve as a result of portfolio development?

4. Did development of portfolios help you to communicate what you understood about psychological concepts?
a) ___Yes b) ___No

How or Why? _____

5. Do you think you learned and understood more of the course content as a result of developing a portfolio?
a) ___Yes, a lot more. b) ___No, learned about the same. c) ___No, learned much less.

6. How did you make decisions about what to include in your portfolio?

7. What did you like best about developing your portfolio(s)?

8. What did you like least about developing your portfolio(s)?

9. How would you rate portfolios as a learning tool?
a) Excellent b) Very Good c) Fair d) Poor

10. Please provide any additional comments you would like to make about your experiences with portfolio development? *(Use back of page if necessary.)*

PLEDGE STATEMENT

In this paper, every opinion from someone else has been properly credited (whether it is a direct quotation enclosed in quotation marks, a summary, or a paraphrase). All factual information (common knowledge or uncontested knowledge), though not credited in any way, has been stated in my own words. In using factual information, I have not copied entire sentences or portions of sentences in the exact words of another. This paper is my own work. No one has helped me in the organization or writing of this paper. I have read the complete assignment.

Signed: _____

PORTFOLIO CHECKLIST

Please make sure you use this checklist as a reminder and guide before formally submitting your portfolio. **Remember that once you submit the portfolio, I will grade it accordingly.**__

___ Read and reviewed the portfolio guidelines and the criteria for grading form.

___ Eliminated unnecessary articles with no written reflections.

___ Carefully selected the items, objects, articles included in my portfolio and have not included unnecessary information.

___ Carefully managed the size of my portfolio to ensure that it is not too voluminous.

___ Included written reflections on each item in my portfolio, answering many of the questions listed in the guidelines.

___ Included a cover page.

___ Included a table of contents.

___ Included a written introduction or overview that precedes the contents of the portfolio.

___ Included a written summary page that ties together all the subject matter in my portfolio and provides a set of summary reflections.

___ Made sure that I distinguished between my written voice and that of an author or authors.

___ Have not plagiarized the contents of this portfolio and have always given credit to the authors of information.

___ Included and cited references in the body of my portfolio on each page, where I have included extracts, abstracts, cartoons, clips, or complete articles, etc.

___ Included a complete listing of all references on the References Page at the end of my portfolio, using the APA format.

___ Included the criteria for grading form in my portfolio so that my grade can be recorded.

___ Completed and included the Student Assessment of Portfolio Development form with my input and comments.

___ Included my signed Honor Code and Statement.

Signed: _____