Student Portfolio **Guidelines**

Overview

A student portfolio is a collection of work samples, assessments, projects, and other artifacts demonstrating a student's learning and progress in a particular subject. It is a comprehensive record that showcases a student's skills, knowledge, growth, and achievements within the subject area.

Parts of the Student Portfolio

Cover Page	The cover page of a student portfolio is the first page that introduces the portfolio and provides essential information about the student and the subject.
Title Page	A title page in a student portfolio is a separate page that appears immediately after the cover page and provides more specific information about the portfolio.
Table of Content	It lists the portfolio's sections, categories, artifacts, and corresponding page numbers.
Student Self-Introduction	It is a section in a portfolio where the student briefly introduces themselves. It helps to establish a personal connection with the reader and provides insight into the student's background, interests, and goals.
Coursework	The coursework section in a student portfolio typically includes a collection of case studies, activities, quizzes, projects, and other assessments that demonstrate the student's learning, progress, and skills in a particular course or subject.

Specifications of the Student Portfolio

The specifications of a student portfolio refer to the specific guidelines and requirements set for creating and organizing the portfolio. These specifications ensure consistency, clarity, and coherence throughout the portfolio.

General	**Page Setup** Orientation: Portrait Size: Folio (8.5 in * 13 in)
	Paragraph Spacing: 0 in (left, right, before, after)
	Line Spacing: 1in (0 in before, 0 in after)
	Font Typeface: Sans-Serif Size: 12 pt (except the title page) **Page Number:** Any preference the student desires will be accommodated.

	Header and Footer: Any preference the student desires will be accommodated.
	Printed Copy:
	The student portfolio should be printed in **folio size** and placed inside a blue **clearbook**.
Cover Page	Students are encouraged to design their own cover page for their student portfolio. However, the cover page should include the following information: **Institution:** Pangasinan State University Urdaneta City, Pangasinan **Title:** Student Portfolio **Course:** [Code] [Title] (e.g., HCI 101 Human-Computer Interaction 1) **Academic Year:** 2023-2024 **Semester:** Semester 1 **Submitted by:** [Name of Student] **Presented to:** [Name of Instructor]
Title Page, Table of Content	Students will be provided with a template for these sections. They must adhere strictly to the given format as specified.
Student Self-Introduction	Students are expected to compose their own self-introduction, which should also include a reflection on their experience with the subject throughout the entire semester. Additionally, they are required to create a unique and engaging title for their self-introduction. The self-introduction shall consist of four paragraphs with a minimum word count of 600.
Course Syllabus Acknowledgment Form	Students will be provided with a template for this section. They must adhere strictly to the given format as specified.
Coursework	Students must include at least two photos and/or screenshots for each completed coursework to fulfill the requirements. Screenshots of relevant parts shall be provided in cases where the coursework spans multiple pages. The coursework is divided into the following categories: Case Studies, Activities, Quizzes, Examinations, and Projects. Suppose a particular category is irrelevant to the subject or no coursework items are within that category. In that case, students may omit or disregard it accordingly.
Submission	The student portfolio will initially be submitted in PDF unless the instructor requests an additional printed copy.

Instruction Delivery Map (Coursework)

HCI 101 Human-Computer Interaction 1

	Midterm	Endterm
Activities	HCI 101 Midterm Project Deliverable 1 Title Proposal HCI 101 Midterm Project Deliverable 2 Project Concept Statement HCI 101 Midterm Project Deliverable 3 Data Elicitation	HCI 101 Finalterm Project Deliverable 1 Data Analysis HCI 101 Finalterm Project Deliverable 2 Data Modelling HCI 101 Finalterm Project Deliverable 3 Design Solutions
Quizzes	HCI 101 Midterm Lecture Quiz 1 HCI 101 Midterm Lecture Quiz 2	HCI 101 Finalterm Laboratory Quiz 1 HCI 101 Finalterm Laboratory Quiz 2 HCI 101 Finalterm Long Quiz
Exams	HCI 101 Midterm Lecture Exam	HCI 101 Finalterm Project Presentation (Examination)
Projects	None	HCI 101 Finalterm Project
Participation	Class Participation: Recitation	Class Participation: Faculty Performance Evaluation

CC 106 Application Development and Emerging Technologies

	Midterm	Endterm
Activities	CC 106 Project Deliverable 1 Project Ideas CC 106 Project Deliverable 2 Requirements Elicitation CC 106 Project Deliverable 3 Requirements Specification CC 106 Project Deliverable 4 System Modelling	CC 106 Project Deliverable 5 Software Design
Quizzes	CC 106 Midterm Quiz 1 CC 106 Midterm Quiz 2	CC 106 Finalterm Long Quiz
Exams	CC 106 Midterm Exam (Lecture)	CC 106 Finalterm Project Presentation (Examination)
Projects	None	CC 106 Finalterm Project
Participation	Class Participation: Recitation	Class Participation: Faculty Performance Evaluation

GEEL 1 Living in the Information Technology Era

	Midterm	Endterm
Activities	None	GEEL 1 Finalterm Activity 1: MyDigiSkills Assessment
Quizzes	GEEL 1 Midterm Quiz 1 GEEL 1 Midterm Quiz 2	GEEL 1 Finalterm Long Quiz
Exams	GEEL 1 Midterm Exam (Lecture)	GEEL 1 Finalterm Exam
Projects	GEEL 1 Midterm Project	GEEL 1 Finalterm Project
Participation	Class Participation: Recitation	Class Participation: Faculty Performance Evaluation

CIT ELEC 1 Web Development

	Midterm	Endterm
Activities	CIT ELECT 1 Midterm Activity 1 CIT ELECT 1 Midterm Activity 2	CIT ELECT 1 Finalterm Laboratory Activity CIT ELECT 1 Finalterm Activity 1 CIT ELECT 1 Finalterm Activity 2
Quizzes	CIT ELEC 1 Midterm Quiz 1 CIT ELEC 1 Midterm Quiz 2	CIT ELECT 1 Finalterm Quiz 1 CIT ELECT 1 Finalterm Quiz 2
Exams	CIT ELECT 1 Midterm Exam (Lecture) CIT ELECT 1 Midterm Exam (Laboratory)	CIT ELECT 1 Finalterm Project Presentation (Final Exam)
Projects	CIT ELECT 1 Midterm Project	CIT ELECT 1 Finalterm Project
Participation	Class Participation: Recitation	Class Participation: Faculty Performance Evaluation