

Weekly Portfolio

You are required to engage for 10 minutes per week with one of the teaching assistant or tutor. Teaching assistants and tutors will post their availability on canvas. You must sign up with them for 1-1 virtual meeting to seek assistance and to explain solutions to submitted homework and quizzes.

If you do not sign up or do not show up or turn up late, you will be wasting very scarce time of the teaching staff, and you will be awarded negative penalty points.

You will create a cumulative weekly portfolio creating a brief summary of your weekly engagements with the teaching staff.

Every week, you will provide the following information in a pdf file. Name the pdf file as **LastName_FirstName_WeekNumber.pdf**. These portfolios must be typed. Please structure the document so that it is easy to read. For example, you can structure the document in an Excel Spreadsheet or a Tabular arrangement in a Word document.

1. Your name (as it appears on UCSC Roster); email address; student ID
2. Week Number as follows:
The week starts Monday and ends Sunday.
Week starting from : Week 1 (starts on April 5)
Week starting from May 31: Last week (**Required**)
3. Tutoring Session(s): For every week, list the following:
 - (i) Initials of TA/Tutor you attended the tutoring session (for example JR or NM or AT or JP or TN)
 - (ii) Date/Time of engagement
 - (iii) Homework/Quiz problem(s)/Content Topics you sought tutoring
 - (iv) Brief comments regarding this engagement (extremely important for students in Tier 0, 1, and 2) as to what you learnt
4. Explanation Session: For every week, list the following:
 - (i) Initials of TA/Tutor you signed up (for example JR or NM or AT or JP or TN)
 - (ii) Date/Time of engagement
 - (iii) Quiz/Homework problem(s) you provided explanation
[You must share the screen and display your solution – incorrect and correct – with reflections]
 - (iv) Brief comments regarding this engagement
5. (Optional) If you engaged with the instructor, please include this here.

These weekly portfolios are due on Sunday, 11:59 pm every week. For example, week 1 portfolio is due on April 11, Sunday, 11:59 pm.

These portfolios are **cumulative**. For week 2, add the information for the week 2 keeping the information for Week 1 as submitted previously. And so on. For the last week, week starting from Dec 7, submit a final cumulative weekly portfolio that includes all the engagements for the whole quarter.

Grading of Written Portfolio:

- 1: 1 point if submitted timely following all the above guidelines
2. 0.5 points if submitted late within 1-day grace period.
3. 0.1 point if submitted but not cumulative.
4. -1 points if arrived late to 1-1 zoom meeting. [every subsequent error, penalty point doubles]
5. -2 points if missed a meeting [every subsequent error, penalty point doubles]
6. -5 points if did not sign up [every subsequent error, penalty point doubles]