

Directions for developing your portfolio: Due at the end of the final exam on January 12<sup>th</sup>. All must be typed.

1. Find all units (1-3)
2. Find the Group project
3. Hole punch all papers in a neat and orderly manner
4. Place all papers in a 3 ring binder of some kind ( can be home made with construction paper and tied with a string)
5. A title page needs to be included with the student's name, class name and 1<sup>st</sup> semester portfolio title
6. An index needs to be created for all pages and all pages need to be numbered accordingly.
7. Dividers need to be included for each unit and group assignment.
8. Items 9 through 16 need to be titled, numbered, and included as the last item in the portfolio.
9. Write a paragraph about what you learned about researching topics.
10. Write a paragraph your work habits in class and how your location in the class room has affected your work.
11. Write an evaluation of yourself working independently through the units.
12. Write a paragraph about what you know about one issue that you didn't know before.
13. Write a paragraph about how you would improve your group performance in the next group project?
14. Create a list of ten things you learned from each unit.
15. Describe four topics would you like to learn about that we have not talked about?
16. In a paragraph describe your work schedule for each unit and group project. How successful was this plan? Describe.

Write an essay about what you have changed your mind about in this course.