**Process Portfolio Template**

**For Action A: Focus on Process Assessments**

**Student Instructions**

This portfolio documents your creative/learning journey from initial concept to final outcome. The goal is to make your thinking, decision-making, and development process visible. This is not about perfection—it's about authentic learning and growth.

**What to Include**

Your portfolio should tell the story of how your ideas developed, what you learned, and how you made key decisions along the way. If you're using AI tools as part of your process, document these interactions using the AI Documentation Template alongside your portfolio phases.

**Portfolio Structure**

**1. Initial Concept & Research Phase**

**Due: [Insert Date]**

**1.1 Initial Brainstorming**

* **Mind maps, sketches, or initial ideas** (photos/scans acceptable)
* **Initial inspiration sources** - What sparked this direction?
* **First instincts documentation** - What was your gut reaction to the brief?

**1.2 Research & Context**

* **Research log** - Sources explored, key discoveries
* **Contextual analysis** - How does your work relate to existing practices/artists/theories?
* **Research reflection** (150-200 words) - What surprised you? What confirmed your assumptions?

**1.3 Concept Development**

* **Concept statement v1** (100-150 words) - Your initial direction
* **Key questions identified** - What do you need to figure out?
* **Success criteria** - How will you know if this works?

**2. Development & Experimentation Phase**

**Due: [Insert Date]**

**2.1 Experimentation Log**

* **Process documentation** - Photos, videos, audio recordings of experiments
* **Technical explorations** - Skills/techniques tried, results achieved
* **Failed attempts** - What didn't work and why (this is valuable!)
* **Breakthrough moments** - When did things click?

**2.2 Iteration Documentation**

* **Version comparisons** - Show how ideas evolved
* **Decision points** - Key moments where you chose one direction over another
* **External feedback integration** - Peer/instructor feedback and how you responded
* **Problem-solving evidence** - How you overcame technical or creative challenges

**2.3 Mid-Point Reflection**

* **Progress assessment** (200-250 words) - Where are you versus where you planned to be?
* **Learning discoveries** - What have you learned about your process, the subject, or yourself?
* **Direction adjustments** - Any changes to your approach and why?

**3. Refinement & Completion Phase**

**Due: [Insert Date]**

**3.1 Final Development**

* **Refinement process** - How you moved from "working" to "finished"
* **Quality decisions** - What standards did you apply?
* **Presentation preparation** - How you prepared your work for audience/submission

**3.2 Critical Analysis**

* **Self-evaluation** (300-400 words):
  + What works well in your final outcome?
  + What would you change if you had more time/resources?
  + How does your final work compare to your initial concept?
  + What are you most proud of in this process?

**3.3 Process Insights**

* **Learning documentation** (200-300 words):
  + What did you learn about your creative/working process?
  + What strategies will you use again?
  + What would you do differently next time?
  + How has your understanding of [subject area] changed?

**4. Final Presentation**

**Due: [Insert Date]**

**4.1 Portfolio Compilation**

* **Complete portfolio** - All phases organized and clearly labeled
* **Portfolio introduction** (150-200 words) - Guide readers through your journey
* **Visual documentation** - Ensure all process work is clearly photographed/recorded

**4.2 Live Defense/Presentation**

**[If applicable - Duration: 5-10 minutes + 5 minutes Q&A]**

* **Process overview** - Key stages and decisions
* **Learning highlights** - Most significant discoveries
* **Future applications** - How you'll use what you've learned

**Assessment Criteria**

Your portfolio will be evaluated on:

**Process Documentation Quality (40%)**

* **Completeness** - All required elements included
* **Clarity** - Clear, well-organized presentation
* **Authenticity** - Honest representation of your actual process
* **Visual documentation** - Appropriate use of images, videos, recordings

**Evidence of Learning & Development (35%)**

* **Growth demonstration** - Clear evidence of skill/understanding development
* **Problem-solving** - How you addressed challenges and setbacks
* **Integration of feedback** - Response to input from peers, instructors, research
* **Iteration quality** - Meaningful refinement and improvement

**Critical Reflection & Analysis (25%)**

* **Depth of insight** - Thoughtful analysis of your process and outcomes
* **Learning articulation** - Clear communication of what and how you learned
* **Future application** - Understanding of how to apply insights going forward
* **Professional development** - Growth in discipline-specific thinking and practice

**Submission Guidelines**

**Format Options**

* **Digital portfolio** - Website, PDF, or platform like [specific platform]
* **Physical portfolio** - Folder/binder with printed materials + digital media
* **Mixed format** - Combination based on your work type

**File Organization**

Portfolio\_LastnameFirstname/

1\_Initial\_Concept/

⎣brainstorming\_materials

⎣research\_log

⎣concept\_statement\_v1

2\_Development/

⎣experimentation\_log

⎣iterations

⎣midpoint\_reflection

3\_Refinement/

⎣final\_development

⎣critical\_analysis

⎣process\_insights

4\_Final\_Presentation/

⎣portfolio\_introduction

⎣complete\_portfolio

**Technical Requirements**

* **File formats** - [Specify acceptable formats]
* **File size limits** - [If applicable]
* **Naming conventions** - Use clear, descriptive file names
* **Backup copies** - Keep copies of all work

**Tips for Success**

**Documentation Habits**

* **Document as you go** - Don't wait until the end to compile materials
* **Document AI interactions** - If using AI tools, record your prompts, AI responses, and your critical evaluation of outputs
* **Be honest** - Include struggles and failures, not just successes
* **Use multiple media** - Photos, videos, audio notes, written reflections
* **Date everything** - Show the chronology of your development

**Reflection Quality**

* **Be specific** - Avoid generic statements; use concrete examples
* **Connect to learning** - Link experiences to course concepts and goals
* **Think professionally** - Consider how this applies to your future practice
* **Question assumptions** - Challenge your initial ideas and beliefs

**Common Pitfalls to Avoid**

* ❌ Waiting until the last minute to compile portfolio
* ❌ Only showing successful attempts
* ❌ Superficial reflections that don't demonstrate real thinking
* ❌ Poor organization that makes it hard to follow your journey
* ❌ Missing the "so what?" - failing to connect experiences to learning

**Support Resources**

* **Portfolio examples** - [Link to examples or available in class]
* **Documentation tools** - [Recommend apps, platforms, or methods]
* **Reflection guidance** - [Additional prompts or frameworks]
* **Technical support** - [Help with digital portfolio creation]

*This template can be adapted for different disciplines, project types, and course durations. Adjust timeline, requirements, and assessment criteria to match your specific learning objectives.*