**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.

**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
* **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.*