

## Curriculum Materials

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### Final Portfolio Requirements

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**Objective:** The primary objective for the final portfolio is that of preparing and presenting your semester's learning experience in a singular professional format. By collecting and binding your materials in an organized and logically coherent manner, you will convey the overall quality and completeness of your semester's efforts. In addition, because all materials developed in this course may be prepared for posting as an Online Portfolio, you should submit any and all Lab and Major Deliverables, Online Journal entries, and related maps, diagrams, tables, and the like in electronic or diskette format (e.g., 3.5" floppy, Zip, CD formats). This material may be edited into .html or web documents for posting to the Internet at the end of the term.

**Format Requirements:** All materials will be assembled into a white or black 1" thick binder with clear sleeve cover page insert -- for the inclusion of the cover page -- on the face of the portfolio. In addition, all written materials will be formatted in double-spaced, typewritten format with 1.5" margins on the left-hand and top margins of each and every page, and 1" margins on the right-hand and bottom margins of the page. All documents will include your name, the course number, semester, date and consecutive page numbers from beginning to end. Portfolios that fail to meet these requirements may be deemed incomplete for the final grade.

All semester or term portfolios require the inclusion of each of the following materials in the following order.

- **Cover Page** (including: Title, Major Deliverable number, Student Name, E-mail address, Class Name and Number, Professor's Name, Semester, University, Date).
- **Table of Contents** (with page numbers for each sub-section of the portfolio)
- **Midterm Self Assessment** (where applicable; see requirements page)
- **Project Proposal** (where applicable)
- **Online Journal Review** (all online journals entries submitted in printed and in electronic format)
- **All Lab Deliverables** (Lab Deliverables 1-10, with originals returned and revised versions submitted for reconsideration)
- **Lab Reports** (where applicable)
- **Final Term Paper or Project Report**

- **Oral Report outline, notes, or summary**
- **Typewritten Term Notes**
- **End Term Self Assessment (minimum 3 pages)**
- **Miscellaneous Attachments/Handouts** (no website page print-outs please)
- **Diskette of Online Portfolio materials**

\*All of the above items should be brought to class in electronic format on 3.5" diskette for use in the development and posting of an Online Portfolio. You may use the Netscape Composer web editing and html development portion of the Netscape Navigator available on the class/lab computers for basic html, or, any other higher end html editor (such as Dreamweaver Ultra Dev).

**Note:** Your professor would be happy to provide you basic instruction in either of these html editors during the final week of classes where the majority of the students in any particular class has asked for such assistance.