

Portfolio Policy – Biology 100 – K. Marr

Portfolios

- **What's a portfolio?** A Portfolio is file folder containing the Guided Inquiry Assignments that you complete during the quarter.
- **How is a portfolio organized?** Each assignment should be stapled *individually* and present in the order indicated by the "Portfolio Contents Sheet" that the instructor will provide a few days before each exam. To facilitate the evaluation of the portfolios, do not attach the assignments to the file folder or to each other. After each portfolio is returned to you with a grade, remove all work from your portfolio folder to make room for future homework assignments.
- **When are portfolios due?** A portfolio containing your complete and corrected Guided Inquiry Assignments will be collected for grading at the start of all exams this quarter—see the quarterly schedule on the last page for specific due dates.

Portfolio Grading Policy

A grade will be assigned to each ALE and homework assignment in your portfolio based on the following criteria...

Score	Criteria for Score
10 points	The assignment has a stamp, all questions are answered <u>neatly</u> and completely; All responses have been checked with your team and/or answer key and corrections made—it's high quality work & quite obvious that a conscientious effort was made.
7 to 8 pts	The assignment has a stamp, but the assignment is not complete, is messy and/or some questions were not checked or corrected.
5 points	The same as for 10 points, but <u>assignment does not have a stamp</u>
2 to 3 pts	The same as for 7 to 8 points, but <u>assignment does not have a stamp</u>
0 points	The assignment <u>does not have a stamp</u> , is very incomplete and of low quality—it's obvious that a conscientious effort was <u>not</u> made to complete the work.

Freebie (FB) Rule:

In each portfolio you are allowed one "Freebie" assignment w/o a stamp. If a reasonable effort has been made to complete the assignment, then the 1st assignment w/o a stamp will be scored as a stamped assignment according to the criteria above. However, the 2nd assignment w/o a stamp follows the scoring criteria above for assignments w/o a stamp.

Follow these guidelines when making correction to ALE's

- "Check" Policy: Indicate if a response is correct by clearly recording a "check", ✓, next to the question number of all questions that you have checked with your team and/or answer key and have made corrections to (if needed). Do not delay getting help from your team, a tutor and/or the instructor for any ALE question that you do not understand.
- For incorrect or incomplete responses: Corrections and additions should be clearly indicated by using another color pen or by using a highlighter to highlight the correction or addition. Do not erase incorrect responses—simple cross them out by putting a line through your original answer.
- If space permits, write your corrections/additions next to your original response. Do not erase incorrect responses—simply cross them out by neatly putting a line through your original answer. Be original when making corrections and answering questions. Do not simply copy answers from the textbook, answer keys or from other students—this is of no help to you as little learning will take place.
- Make corrections on separate paper only if there is insufficient space next to your original response. Clearly indicate on the top of the 1st page of the assignment and next to the individual questions that corrections are on separate paper stapled to the last page. Number your corrections as the original questions are numbered.