

**Contents Sheet for Portfolio #1**  
**Chem& 161 – K. Marr**

Name \_\_\_\_\_  
 Date \_\_\_\_\_ Lab Section: \_\_\_\_\_ Group No. \_\_\_\_\_

**Instructions** (Please beware that points will be deducted for not following the instructions below!)

1. This portfolio is due on \_\_\_\_\_. (10% off per day late, maximum 4 days late)
2. Include only the following assignments in a file folder and do not bind the assignments to the folder!
3. Each assignment should be individually stapled and present in the order listed below.
4. Be sure the pages of each assignment are in numerical order.
5. Make corrections to all assignments according to the policies outlined in the Chem& 161 syllabus
6. Evaluate the quality of your work by completing all parts of the table below.
7. Indicate the score you feel you deserve for each assignment and your total score at the bottom of the page—see the scoring guide below for assigning scores

| Entry No. | Title of Assignment | Student evaluation of work       |    |                         |    |  |    |   |    | Score |
|-----------|---------------------|----------------------------------|----|-------------------------|----|--|----|---|----|-------|
|           |                     | Assignment Present in Portfolio? |    | Assignment has a stamp? |    | All questions answered fully and completely? |    | Corrections were made to all questions following the format in the Chem 161 syllabus? |    |       |
|           |                     | Yes                              | No | Yes                     | No | Yes  | No | Yes   | No |       |
| 1         | ALE #1              |                                  |    |                         |    |  |    |   |    | / 10  |
| 2         | ALE #2              |                                  |    |                         |    |  |    |   |    | / 10  |
| 3         | ALE #3              |                                  |    |                         |    |  |    |   |    | / 10  |
| 4         | ALE #4              |                                  |    |                         |    |  |    |   |    | / 10  |
| 5         | ALE #5              |                                  |    |                         |    |  |    |   |    | / 10  |
| 6         | ALE #6              |                                  |    |                         |    |  |    |   |    | / 10  |
| 7         | ALE #7              |                                  |    |                         |    |  |    |   |    | / 10  |
| 8         | ALE #8              |                                  |    |                         |    |  |    |   |    | / 10  |
| 9         | ALE #9              |                                  |    |                         |    |  |    |   |    | / 10  |

| Assignment Scoring Guide  |  |
|---|--|
| Score   | Criteria for Score   |
| <b>10 points</b>  | The assignment has a stamp, all questions are answered <i>neatly</i> and completely; All responses have been checked with the answer key and corrections made—it's high quality work & quite obvious that a conscientious effort was made. |
| <b>7 to 8 pts</b>   | The assignment has a stamp, but the assignment is not complete, is messy and/or some questions were not checked or corrected.  |
| <b>5 points</b>   | The same as for 10 points, but <u>assignment does not have a stamp</u>   |
| <b>2 to 3 pts</b>   | The same as for 7 to 8 points, but <u>assignment does not have a stamp</u>   |
| <b>0 points</b>   | 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.   |
| <b>Freebie (FB) Rule:</b>   |  |
| In <i>each portfolio</i> you are allowed one “Freebie” assignment without a stamp. If a reasonable effort has been made to complete the assignment, then the 1 <sup>st</sup> assignment w/o a stamp will be scored as a stamped assignment according to the criteria above. However, the 2 <sup>nd</sup> assignment w/o a stamp follows the scoring criteria above for assignments without a stamp. |  |

| Total Score                                     |  |
|---|--|
| Student Evaluation                              |  |
| Portfolio Score =                               |  |
| $\underline{\quad} = \underline{\quad}$ 90 = 45 |  |
| <b>Instructor Evaluation</b>                    |  |
| Portfolio Score =                               |  |
| $\underline{\quad} = \underline{\quad}$ 90 = 45 |  |