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## Course portfolio Guidelines

Only one portfolio per course is required, prepared and submitted by the course instructor at the end of each semester. It contains the necessary documents of the course and is outlined as follows

1. Each course in a separate binder.
2. For each course use one binder for each semester, i.e. **do not** combine materials of more than one semester in one binder.
3. The first page of the file is the course title and number.
4. Add the Course syllabus
5. Add Course notes and/or outlines if available.
6. Add copy of student work handed in for each assignments including homework, quizzes, examination and term projects.
7. For laboratory courses, copy of the lab reports handed in by students should be included.
8. Add copy of the statement/questions for each assignment mentioned in item 6.
9. For each assignment including lab reports, three students should be selected; one whose work represents high achievement, one whose work represents low achievement, and one whose work represents average achievement.
10. The assignment documents should be ordered as homework, quizzes, projects, midterm exam and final exam.
11. Student Final Grades.
12. Instructor should provide a summary report describes the number of student enrolled in the class, percentage passing the course, a table showing the number of student receiving grades A, B, C, D and F, and any additional comments or observations.
13. Finally the instructor should complete the course performance report as given in the next page.