

Preparing your portfolio

As this school year quickly draws to a close, it's time for one last assignment. I want you to gather your thoughts and your best work into a personal portfolio of work that you have completed for publication this year.

The work you choose to include in your portfolio is up to you, but it should reflect your assigned duties. I suggest using a loose-leaf notebook and page protectors for your presentation, but something else could work as well.

Guidelines:

- neatness counts
- demonstrate quality of work
- demonstrate quantity of work
- demonstrate organizational ability
- demonstrate teamwork and process
- demonstrate improvement
- include a personal résumé
- newspaper students should print reduced pages with their stories from PDF files in the Torch archive on the computer network.
- photographers print both the PDF file and a print from the PhotoShop digital file
- annotate each entry with a word-processed commentary
- begin your portfolio with a narrative self-assessment of this term; include in this a description of your role on staff and a brief job description.
- this portfolio will be used for evaluation and for display at our banquet
- have your portfolio ready on or before Tuesday, May 25.

Criteria:

1. Collected work reflects the sum of assigned duties

Excellent Good Fair Poor

2. Neatness. quality of display

Excellent Good Fair Poor

3. Quality of annotations

Excellent Good Fair Poor

4. Demonstration of quality of work

Excellent Good Fair Poor

5. Demonstration of quantity of work:

Excellent Good Fair Poor

6. Demonstration of improvement

Excellent Good Fair Poor

7. Demonstration of teamwork, journalistic process, organizational ability:

Excellent Good Fair Poor

8. Personal résumé

Excellent Good Fair Poor

9. Portfolio was completed on time

Excellent Good Fair Poor

Portfolio Grade:

Comments: