Student Portfolio Planning Sheet

Student’s Name __________________________  Date _____________

DIRECTIONS: As we discuss the goals and purposes for the portfolio, write down the information that you think will be important when organizing your work.

What is the main purpose for this portfolio?

___ to display my best pieces of work
___ to display works in progress
___ other _________________________________

Based upon the goals of this unit, what criteria should I used to determine the work to be included in my portfolio?

Goal: __________________________
Criteria: __________________________

Goal: __________________________
Criteria: __________________________

Goal: __________________________
Criteria: __________________________

Goal: __________________________
Criteria: __________________________

Based upon the established criteria, what pieces of work should I select to put in the portfolio?

Work to Include: _______________________________________________
________________________________________________________________

At which points in the portfolio process should I write a reflection paper?

Points of Reflection: _____________________________________________
________________________________________________________________
________________________________________________________________

Teacher Portfolio Planning Sheet

Purpose of the Portfolio: ___________________________________________________

Goals: _________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Introductory Activities:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Work Samples to Include:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Storage Containers to Use: _________________________________________________

Portfolio Storage Area: __________________________________________________

Timelines:

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<th>Date</th>
<th>Progress</th>
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___ Discuss Plans with Administrator
___ Prepare Letter to Parents
___ Schedule Portfolio Party Date
Dear Parents:

One of the goals this year is to provide students with an opportunity to become actively involved in their assessment process. One method of achieving this goal is to require each student to organize and maintain a portfolio in Technology Education classes. The portfolio will contain selected work samples produced by each student, student self-evaluation sheets, and student reflection papers, which reflect the Academic Standards for Technology Education in the State of Georgia.

We will need each parent’s support to encourage students to meet work deadlines, to plan and organize portfolios, to review student’s progress, and to celebrate with us on Portfolio Party night.

You will receive information concerning the purpose, goals, and criteria for the portfolio. A list of the required work samples to be included in the portfolio will also be sent to you. Your student will bring home their work samples each Monday for you to review and to provide constructive criticism on the feedback form provided.

The portfolio experience will not only allow you and your student to become actively involved in the assessment process, but also will be a valuable and enjoyable learning experience for everyone involved.

Sincerely,

Technology Education Instructor
Student Portfolio Planning Sheet

Student’s Name __________________________  Date _____________

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**What is the main purpose for this portfolio?**

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Based upon the goals of this unit, what criteria should I used to determine the work to be included in my portfolio?

Goal:  
Criteria:  

Goal:  
Criteria:  

Goal:  
Criteria:  

Goal:  
Criteria:  

Based upon the established criteria, what pieces of work should I select to put in the portfolio?

Work to Include:  

At which points in the portfolio process should I write a reflection paper?

Points of Reflection:  

__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________
Portfolio Scoring Checklist

Student’s Name ___________________________ Date ________

**DIRECTIONS:** Evaluate your completed portfolio using the following criteria. The total possible points for each item is listed under the POINTS column. Write the number of points you feel that you earned under the STUDENT column. I will also evaluate your portfolio using the same point values and will write the points I feel that you earned under the TEACHER column. After both evaluations are completed, we will meet to discuss your progress and to set your achievement goals.

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<thead>
<tr>
<th>POINTS</th>
<th>STUDENT</th>
<th>INSTRUCTOR</th>
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**Work Samples Included**
- **Nature of Work** 10
- **Human Ingenuity** 10
- **Technological Systems** 10
- **Impact of Technology** 10

**Reflection Paper**

**Creativity** 15

**TOTAL POINTS** 100

**Intials** ____ ____

**STUDENT’S COMMENTS:**

____________________________________________________________________
____________________________________________________________________

**INSTRUCTOR’S COMMENTS**

____________________________________________________________________
____________________________________________________________________
Portfolio Activity Learning Logs

Name: __________________________________________        Date: _______________

Class session: 1  2  3  4  5  6  7  8  9  10

Progress Report:

Ideas Generated:

Observations:

Emotional/Feeling States:

Questions/Problems Still Unanswered or Addressed:

Summary of Activity for This Session:

Work Expectation for Next Session:
Write a reflection paper on the following activities:

1. the portfolio as a form of assessment
2. parental involvement in assessment
3. working with other students
4. the planning and goal setting process
5. the organizers and creating your portfolio
6. your overall reaction to the process and your final product
Parental Project Feedback Form

To be filled out by the student:

Name:_______________________________________  Date:______________________

Name/title of product: _____________________________________________________

Description of product:_____________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Why did you choose to adopt this project?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How does this project benefit your personal preparation as a student?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

To be filled out by the parent/guardian/caregiver:

How did your child share information about this project with you?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How do you see this project benefiting your child's progress?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student's signature:________________________________________________________

Parent's/Guardian's signature: _______________________________________________

Please give this form to your child to return to school. Thank you!
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<th>WORK IN PROGRESS</th>
<th>WORK COMPLETED</th>
<th>COMMENTS</th>
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