

Portfolio Checklist

1. A. Botany Student Essay

Essay thoroughly addresses all three core concepts. Material from multiple sources (courses, primary literature, etc) is integrated. Good narrative flow and transitions between topics. No erroneous or misleading information. Appropriate use of supportive graphs, charts, and tables is expected. An introduction prepares the reader for the information to follow. A summary ties things together at the end. Appropriate use of specific examples to illustrate points without getting tied up in minutiae.

Mechanics: Outline or Table of Contents. Pages are numbered. Sources are cited correctly. Effective use of subheadings to show the organization of the essay. Few, if any, mechanical errors (spelling, punctuation, etc).

Final version of the essay as well as earlier versions are included in the portfolio to illustrate development of knowledge and comprehension of Botany.

Things to work on: _____

1. B-E. Other Knowledge and Comprehension Artifacts

All required artifacts are present. The course syllabi are organized by subject area and chronologically; each is annotated to indicate if the source meets a major and/or minor requirement.

Things to work on: _____

2. Skills Development

Artifacts are included to document all eight skill areas. The selected artifacts indicate progress in the various skills. Each artifact is annotated to indicate the skill, the level of proficiency, if the artifact was required for a class or was prepared specifically for the portfolio, etc.

Things to work on: _____

3. Special Achievements

Artifacts are labeled and annotated—even if the information is mostly apparent from the certificate, etc.

Things to work on: _____

4. Capstone Experiences

Complete documentation of the capstone experience: lab, field, or other type of notebook, project proposal, associated grant proposals, etc. Final product: written report, PowerPoint or poster presentation, etc. Student self-assessment of the experience.

Things to work on: _____

5. Creativity

Artifacts indicate work significantly beyond requirements in course work; annotated.

Things to work on: _____

6. Affective Domain Development

Artifacts indicate participation in activities significantly beyond requirements in course work; annotated.

Things to work on: _____

7. Career Planning

Resume and CV are current. The CV is complete and unambiguous, esp. with regard to contributions to group activities, clubs, etc. Evidence of job or graduate school investigations, with assessment.

Things to work on: _____

8. Science as a Way of Knowing

Outline indicates that considerable thought has gone into topic selection and organization. Material from multiple sources (courses, primary literature, etc) is integrated. No erroneous or misleading information. Appropriate use of specific examples to illustrate points. Sources are cited. Early drafts as well as the final outline are included to show development of the student’s understanding while working on this folder.

Things to work on: _____

Overall Presentation of the Portfolio

All materials are present. Folders are labeled. A Table of Contents lists the contents of the folders, guides the reviewer to the materials, and cross-references artifacts when appropriate. A digital format of appropriate materials is included.

Things to work on: _____

