

FORMAT FOR PORTFOLIO ASSESSMENT DOCUMENTS

Each course is submitted in a separate notebook (View Binders with plastic sleeves) 1-2 inches wide. (Do not use binders smaller than (1) inch, and at the extreme, not larger than (3) inches). The spine of the binder must be labeled with the **student's full name, the course catalog number, the course name and the semester in which the portfolio is submitted.**

Include in each notebook, **IN THE FOLLOWING ORDER:**

1. **Table of Contents:** detailed and enumerated with pagination for various components.
2. **Application form:** signed by your Academic Advisor; complete all items, esp. placement of course credit
3. **Portfolio Request Form:** completed by student with required information. Area for faculty evaluators to be left blank.
4. **Narrative:** detailed essay of how what you know and can do is equal to the course requested. All documentation which demonstrates your competencies must be cited and explained in the narrative.
5. **Documentation:** itemized and parallel to the narrative; highlighted appropriately.
6. **Résumé:** current; in an acceptable professional format
7. **Checksheet:** current; legible, highlighted where course is to be used
8. **FDU transcripts:** current, complete, reflective of all courses taken to date; includes transfer credits, CLEP and/or other standardized exams, military credits, ACE credit recommendations, courses in progress, etc.

For each of the above areas, you will require tabs. It is recommended that you purchase either:

- Avery Ready Index Table of Content Dividers (up to 31 tabs) or
- Avery Clear Label Dividers (8 per set; packages of 5 sets)

The number of tabs required will depend upon the number of documents included as evidence.

If CD's, disks, or videos are included, place them in appropriate diskette pages, sleeves and/or pocket pages.

Sheet protectors are recommended for documents especially graphic illustrations, certificates, photos, etc.

This is a professional document and should appear as such. Remember that the presentation of any portfolio portrays a reflection of the student. Submit this document as you would a project submitted in the community of the work world.