**Portfolio Assessment Assignment**

You are to write a brief (less than 1 page) report about how your portfolio is organized. Include the following:

* Physical type of organizational system used (3 ring binder, folders, etc.).
* If applicable, how many dividers you use/what they are labeled.
* Specific examples of the types of documents in each category. You must give at least 2 examples for each category.
* Rationale for your organizational system.

Because you are writing about something you have done, it is acceptable to use personal pronouns.

This report must be:

* typed using 12 pt type, Arial or New Times Roman
* double spaced

Bring your portfolio to class on the day this assignment is due. You will be asked to produce several documents from your portfolio (in a limited amount of time) and staple them to this report before you hand it in.

In addition to any homework you completed or notes taken in class, anything that was handed out in class or was MANDATORY to print, I expect you to have in your portfolio. I will not ask for any checklists. All handwritten papers should be clearly labeled with the assignment. Papers that are not correctly labeled (or labeled at all) will be considered missing.