**College Algebra 110 – Portfolio Assignment**

**Rationale**

To help you to succeed in College Algebra, you need to stay organized and keep your materials in one location. One way to accomplish this is by keeping a working portfolio. You should use this portfolio to help you study for your tests, to do your homework, and to complete your technical writing requirements. The portfolio will be valued at 5% of your grade.

Up to 10 times during the semester, I will announce a portfolio check in class. I will then name a document that you should have in your portfolio (for example: Wednesday, Apr 3 Notes or page 200 homework). You are expected to find it very quickly and will be required to either show it to me or turn it in to me immediately. If you cannot find it, never did it, or take too long, you will not receive credit for that portfolio check. If you miss class that day or are simply not in the classroom at that time, you will receive a 0 as well. I plan to drop at least one grade so there is no need to be upset if you can’t find an assignment or miss a class. I will not announce ahead of time when a portfolio check will take place. It is your responsibility to bring your portfolio to EVERY class, even exam days. Each check will earn you 5 points for finding the assignment or 0 points for not finding it.

There are many ways to be organized and to keep up with all of your papers. If you have a system that works for you, please feel free to use it. If you do not, I have included a suggested organization method for you in this document (see below). However you organize your binder, you need to be able to locate any document that I ask for quickly. The Algebra Alcove has a wonderful hole-punch as do many of the computer labs so please take advantage of these if you do not own your own.

**Suggested Organization Method (very similar to TRS 82 & 92 guidelines)**

Put course documents (content syllabus, policy syllabus, addendum to the syllabus, and portfolio information) in the front. You need to be able to refer to these documents throughout the semester.

Using five dividers, create five different sections – class notes & problem solving; homework; technical writing and lab work; old exam questions and reviews; quizzes, tests & corrections.

* **Class notes with In-Class Activities & Problem Solving**: In this section you will keep your daily class notes, and any in-class assignments that you do. Date, title and put them in chronological order.
* **Homework**: Put homework in chronological order. Make sure to label each assignment with the section, page number, and problems to be completed. Example: Ch. 1.2, page 91 #1-12 all, 13-25 odd.
* **Technical Writing/Lab**: In this section you will keep all of your technical writing problems as well as any draft work that you do and revisions.
* **Exam Reviews**: In this section you will keep any review work and/or review sheets provided by your instructor or printed from the FMP website to help you prepare for your exams. All questions should be done with proper work shown.
* **Quizzes, Tests & Corrections:** In this section you will keep your quizzes, tests AND your required test corrections. Examples of proper test correction procedures will be provided at a later date.