

Lafayette College
Department of Civil and Environmental Engineering

CE 422: Environmental Site Assessment

Spring 2014

Subject: Portfolio Assignment

What is a portfolio?

A portfolio is a collection of work in one or more areas. It is recommended that each group keep all collected works for the portfolio in a large three ring binder. The binder is to be kept neat and organized, meaning a Table of Contents (TOC), dividers, etc. (e.g., class notes, reading summaries, etc.).

Purpose:

There are three reasons that each group will maintain a portfolio for this course:

- 1) Throughout the course each group will be dealing with a lot of information from different sources. A portfolio will help you keep the information organized in a way that will allow easily reference after the course is long over.
- 2) The second reason to maintain a portfolio is that they will be used to assess your work during the semester. A well organized, neat, and complete portfolio generally indicates a student has attained a mastery over the subject matter.
- 3) "A well-prepared portfolio can give students an edge when applying for a job." (Panitz, 1996) Being familiar with the process of environmental site assessment is a very saleable skill. A portfolio will help show future employers the background that you have in site assessment and indicate the type of work you are capable of doing.

What to keep in the course portfolio:

- 1) Class notes
- 2) Assignments
- 3) Handouts
- 4) Article Summaries
- 5) Essay¹
- 6) Project notes
- 7) Copies of communications/telephone records
- 8) Draft of writing
- 9) Final Project

¹ At the end of the semester, you will be asked to write a 2 to 4 page essay describing what you learned in the course and an assessment of your performance in the course (based on the information contained in the portfolio).