## 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 on a shared google drive, include professor. The portfolio drive is to be kept neat and organized, meaning, folders and files easily identifiable and dated. The portfolio should include class notes, reading summaries, all ESA information, etc. (See Below).

**Purpose:**

There are three reasons why each group is required to 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.

**Suggested materials keep in the course portfolio:**

1) Class notes
2) Assignments
3) Handouts
4) Article Summaries
5) Essay[1]
6) All information collected (folders and files arranged accordingly)
7) Copies of communications/telephone records
8) Final Virtual ESA Report and Drafts
9) Final ESA Report and Drafts

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[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. The essay is to also include an assessment of your performance in the course (based on the information contained in the portfolio).