

Guidelines for Student Portfolio Preparation
Department of Electrical and Computer Engineering
State University of NY at Stony Brook

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1. Introduction

Portfolios are a compilation of the work that a student has done during the course of a semester for a particular class. Portfolios are beneficial to students and instructors. For students, portfolios are a record of the activities undertaken over time during the course. For instructors, portfolios can be used as an assessment tool for course development. They provide a complete record of student performance. Based on such record, an instructor can assess, evaluate and update course contents.

2. Content of Portfolios

Students are responsible for compiling the portfolio for the course. It is suggested the following sections be included:

- Cover page: course number and title, names of instructor and student, and semester of offering;
- Table of Content: include your grades for each assignment;
- Homework or Lab Reports;
- Quizzes and Tests;
- Oral Presentation (if is part of the course requirements);
- Any related documents; and
- Comments and Suggestions (Optional): provide comments/suggestions on the course.

3. Electronic Portfolios

To the extent possible, electronic portfolios are preferred over paper version. Students need to scan all graded homework, lab reports, quizzes, and test into PDF files. An HTML or MS Word file containing the cover page, table of content, and links to the other components of the portfolio is then created with a name ESExxx.html/doc where xxx corresponds to the course number. ESExxx.html/doc, along with all components of the course, should then be submitted to the instructor at the end of the semester in a ZIP disk or a CD. In the events that the files are too big to fit into a single ZIP disk or CD, WINZIP can be used to compress the files.

4. Paper Portfolios

For paper portfolios, students shall bind or staple all course document listed above for submission. Oral presentation, however, should be submitted electronically in a disk.

5. Voluntary Submission of the Portfolio

Students are asked to submit the portfolio on a voluntary basis. Cooperation are much appreciated.

6. Confidentiality of Portfolio

Student portfolios are used exclusively for course development and assessments. In the case that a particular student portfolio is being chosen to be reviewed by ABET evaluators, the identity of the student will be deleted. Student portfolios will NOT be disclosed to anyone else without the written consent of the student. Portfolios are destroyed after 3 years.