

# **Student Work Portfolio Guidelines**

## **Architecture Department**

### **Cal Poly State University, San Luis Obispo, CA**

**Adopted 12/10/04**

#### **1 Introduction**

The student materials should be chosen to provide evidence of students' engagement of learning objectives across the full range of course issues and content as defined in the course syllabus. The combination of student work and a course syllabus supports Peer Review Committees in the understanding and evaluation of teaching effectiveness.

The creation of portfolios can build an historical archive of student work that would help new faculty members understand the history and context of courses that they are assigned to teach, and support the development of accreditation materials.

#### **2 Format**

Each faculty member may determine the formatting for his or her Portfolio of Student Work. However, to facilitate record keeping and inclusion in reports and to support legibility, it is suggested that it be letter size (8.5" by 11"), oriented vertically, use upper and lower case lettering for text, and have all pages numbered.

The portfolio should not use type smaller than ten point.

#### **3 Studios**

The candidate should include a minimum of one example of high pass and one example of low pass student work for each major project assigned in each studio taught since the last review. Examples should be accompanied by a description that includes learning objectives and evaluative criteria.

#### **4 Lectures & Seminars**

The candidate should include a minimum of one example of high pass and one example of low pass student work for each test and paper assigned in each lecture and seminar course taught since the last review. Examples should be accompanied by a description that includes learning objectives and evaluative criteria.

#### **5 Activities & Laboratories**

The candidate should include a minimum of one example of high pass and one example of low pass student work for each major assignment given in each activity or laboratory course taught since the last review. Examples should be accompanied by a description that includes learning objectives and evaluative criteria.