

**Course Portfolio Semester Checklist**

| **College** | **Department/Program** |
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| **Course Code & Title** | **Semester/Year** |

| **Divider** | **Checklist (tick and add date of insertion)** |
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| 1. Course Specification
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| 1. Syllabus and Syllabus Acknowledgment Form for current semester
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| 1. Course Report for current semester
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| 1. E-Register Grade Sheet (Grades and Statistics)
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| 1. Assessment: Assignments, Rubrics, Quizzes, Major Exams, Final Exam, and homework assignments (answer keys) for current semester
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| 1. Samples of students’ work (only 3 of each assessment task for current semester)
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| 1. Student Evaluations for current semester
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| 1. LMS Documentation for current semester
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| 1. Assessment of Learning Outcomes : CLO assessment, Course Exit Survey and Results, & PLO report (depends on assessment cycle) for current semester
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| 1. Samples of teaching materials: Course manual or notes, Lecture notes, Additions and revisions, Support materials, Departmental resources, Expected format for assignments for current semester
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Instructor: Signature: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Course Group Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to the department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Portfolio Guidelines

The course portfolio acts as a collection of evidence to support the teaching and learning process inside a course. Each binder should have a collection of evidence from two semesters and should pertain to the course only. There should only be one binder per course and should represent an intensive study of a single course and is used to improve courses. It should be a tool that we can use for continuous improvement of the teaching and learning within the courses taught at PSU.

Tips

* Use the checklist as a guide
* Read the portfolios and try to improve the quality of the contents
* Try adding the materials throughout the semester instead of all at the end
* It should be labeled for the Course and academic year
* Instructors' names are found inside the portfolio on the Institutional Course Syllabus, Course reports etc..

Any further questions please contact the TLC.