

**Course Portfolio Semester Checklist**

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

| **Course Portfolio Items** | **Checklist (tick and add the date of insertion)** |
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| 1. Course Syllabus |  |
| 1. Course Syllabus Acknowledgment Form for the current semester |  |
| 1. Samples of teaching materials: Course manual or notes, Lecture notes, Additions, and revisions, Support materials, Departmental resources, Expected format for assignments for the current semester |  |
| 1. Assessments:    1. Assignments, Rubrics,    2. Quizzes,    3. Major Exams,    4. Final Exam, and    5. Homework assignments (answer keys) for the current semester |  |
| 1. Samples of students’ work (only 3 of each Assignment and assessment task for current semester=Best, Average, Lowest) |  |
| 1. E-Register Grade Sheet (Grades and Statistics) |  |
| 1. Grade Inflation and Deflation Justification |  |
| 1. Reflection on Course Delivery    1. CLO Rubrics    2. CLO assessment,    3. Course Exit Survey and Results.    4. PLO report (depends on assessment cycle) for the current semester    5. Course Report |  |
| 1. LMS Documentation for the current semester |  |

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.