

INTRO TO ENGINEERING AA

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Portfolio Requirements

This course requires **all** students to keep a portfolio of their graded work.

Students choosing to enroll at The Ohio State University will need to present their portfolio in order to receive college credit for this course (regardless of major.)

Two Options:

- Maintain Two Binders, 1" each
 - Binder 1: Portfolio
 - Keep graded work only in this binder.
 - Binder 2: Classwork & Notes
- Maintain One Large Binder, 1 ½" – 2"
 - The portfolio will be in the front of the binder (graded work only.)
 - Classwork and notes can be kept neatly in a separate tab at the end of the binder.
- Portfolio binders should be new in August, and well maintained (or replaced as necessary) throughout the year.
- Label the front of the portfolio binder with:
 - First and Last name,
 - Introduction to Engineering AA,
 - Walnut Hills High School,
 - Cincinnati, Ohio,
 - 2009-2010.
- *Do not include group name or number on the binder, as groups will change throughout the year.*
- Create and label the following **tabs**:
 - Engineering Graphics
 - Excel
 - Matlab
 - Bike Lab Reports
 - Camera Lab Reports
 - Roller Coaster Lab Reports
 - Engineering Basics
 - Quizzes
 - Exams
- *If choosing to keep one large binder, create a separate tab for classwork and notes.*
- File graded work in the portfolio as soon as it is returned. Make copies of *graded* lab reports and group projects and file them immediately. Each group member must have copies of all graded reports in their portfolios. Assignments, Labs, and Projects with more than one page must be stapled.
- Portfolios will be collected and graded periodically. Portfolios must be organized as directed by the instructors. Table of Contents documents will be provided before portfolios are graded to assist with organization.