

Portfolio Planner

Name _____ Date _____

Unit or Class _____

Directions to the Student: Use this form to record and clarify the goals of your portfolio and to identify the strategies and resources you expect to use in pursuing those goals. Keep a copy of this planner handy to track your progress and record notes from conferences with your teacher. When your portfolio is complete, use this form in conjunction with the Portfolio Self-Assessment form to assess how well you did.

Part I: Goals

1. Type of Portfolio:

____ Working Portfolio to collect and organize work in progress

____ Presentation Portfolio to showcase my best work

____ Other _____

2. My specific goal for this portfolio is _____

3. To achieve this goal, I will need to focus on developing the following skills:

4. The finished portfolio will show the following things about me:

5. The finished portfolio will demonstrate the following strengths and abilities:

Portfolio Planner

Part II: Strategies and Resources

6. I will need to do these assignments and activities to reach my goals:

7. I expect to complete this portfolio by _____.

8. Complete the following chart to plan the specific steps in completing your portfolio. As you complete each step, record the date in the last column.

| Goal: | | | | |
|-------|------------------------------|--------------------------------|----------------------|----------------|
| Step | Task: Assignment or Activity | Materials and Resources Needed | Will be Completed By | Date Completed |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

Plan Approval

Date of Conference _____ Teacher's Signature _____

Suggestions _____

Progress Check

Date of Conference _____ Teacher's Signature _____

Suggestions _____

Date of Conference _____ Teacher's Signature _____

Suggestions _____