

# Portfolio Requirements

## PISD Oral Interpretation

### What are the requirements for my interp portfolio?

- ◆ Must be kept in a black 3” to 4” three ring binder
- ◆ Must have a title page including student’s name and year
- ◆ Everything in the portfolio must be dated
- ◆ You must devise table of contents and/or system to organize the contents
- ◆ You are responsible for choosing artifacts to include in the portfolio.
- ◆ First year students must have a minimum of 5 artifacts per six weeks
- ◆ Second year students must have a minimum of 7 artifacts per six weeks
- ◆ Third year students must have a minimum of 9 artifacts per six weeks

### What can I use as artifacts?

- ◆ **Completed class notes** count as one artifact per six weeks
- ◆ **Completed class projects** each count as one artifact
- ◆ **One page reflections** written about class-related, tournament-related or other communication-related experiences – you may have as many as 3 per six weeks; this could be a review of a performance you saw using standards/procedures/theories we’ve discussed in class; a description of a time you used conflict management communication theory to attempt to deflect an issue
- ◆ **Cuttings** – a copy of each cutting, along with a reflection of the process of cutting, counts as one artifact; if you do a major revision of a cutting, the revision(s) can be counted as long as you leave the original in and do a reflection about the new cutting; this includes copies of oratories
- ◆ **Script Analysis** – any extra in-depth analysis completed outside of a class assignment can be documented and used
- ◆ **Characterization** – any extra character work completed outside of a class assignment can be documented and used

- ◆ **Voice**– you may keep a log of voice work you do outside of class and put one log per six weeks, along with a reflection of your progress in the portfolio
- ◆ **Research** – you may include copies of research or documentation of research done to count as one artifact per six weeks
- ◆ **Ballots** – you may include ballot/ballot reflections to count as one artifact
- ◆ **Round Reports** – one for each tournament, along with a reflection to count as one artifact
- ◆ **Reading List** – keep a reading list with a summary of the contents of what you read each six weeks to count as one artifact
- ◆ **Feeder/Peer Work** - keep a record of feeder work and/or working with teammates and turn in one per six weeks
- ◆ **Work Sessions** - keep a record of all work sessions including personal work sessions with a brief reflection on each one and this can be one artifact per six weeks
- ◆ **Philosophy Statements** – formulate a philosophy of performance and include it; this will be comprehensive for all areas of performance
- ◆ **Copies of recommendation letters** – count as one artifact
- ◆ **Thank-You Notes** or any note that documents how you’ve helped someone, along with a personal reflection about the experience can count as one artifact
- ◆ **List of Awards** – one artifact, to be updated each six weeks
- ◆ **Documentation of performances** – a video, reflection or review of play in which you’ve been involved
- ◆ **Documentation of leadership projects for speech** – officer job or each individual project undertaken as an officer can be documented through a reflection and copies of pertinent information, examples/samples of the work; each one counts as one artifact
- ◆ **A resume** counts as one artifact
- ◆ **Goals/goals reflection** – one artifact per six weeks

**And anything else approved by the teacher!**

## How am I graded on the portfolio?

- ◆ **Number of artifacts that meet the requirements –**
  - Dated
  - Organized logically
  - Meet inclusion requirements

## I'm a first year, what might my first six weeks look like?

- ◆ Make a goal sheet and reflect on that at the end of the 6 wks.
- ◆ Keep a reading list
- ◆ Keep a work session list
- ◆ Keep all class assignments
- ◆ Set a goal of one reflection per week
- ◆ One cutting
- ◆ List of courses/schedule

## How does the portfolio figure into the overall grade for the class?

- ◆ Class work counts as 100 % of daily grades (25% of overall grade)
- ◆ Portfolio counts as 50% of major grades
- ◆ Performance counts as 50% of major grades