

PLTW Engineering Document 3: Portfolio, Engineering Notebook & Equipment Guide

Definitions (to be used as a guide as needed):

Portfolio - The student portfolio can be a physical or digital collection showcasing an individual student's best work. The portfolio is more than just a collection of working drawings, pictures, and renderings. The portfolio should tell the story of that student's learning evolution through the class. Every project listed below should include some type of student reflection (see sample Appendix A), pictures or video, and, optionally, a project summary display board (if not submitting a student report as part of the portfolio [see sample Appendix B]) that demonstrates any additional calculations, testing data, or charts and graphs.

Notebook - The student notebook is filled with the day-to-day thoughts, notes, calculations, and questions related to course work. Typically, notebooks are more structured, teacher-led work in Intro to Engineering Design and become more original, unique work toward Engineering Design and Development. Notebooks do not need to be "pretty" but should be functional and organized. Some of the best implementations of notebooks have evolved to entering all "worksheet" activity directly into the notebook. This practice provides several benefits: 1.) Saves on paper-printing costs 2.) Proves originality in work/submissions 3.) Provides chronological integrity for EOC reviews 4.) Provides for improved retention and reference resources.

Refer to the Notebook and Portfolio guides in the course LMS for more information.

Levels of Assessment	Interpretation of Level
4 – Excellent	Exceeds expectations.
3 – Good	Meets expectations. No need for additional technical assistance at this time, although some areas, as indicated, could be improved.
2 – Needs Improvement	Falls below expectations. Demonstrates limited proficiency; additional technical assistance and/or resource utilization is needed for improvement.
1 – Poor or Missing	Evidences little or no proficiency. A great deal of technical assistance and/or resource utilization would be an immediate need.
N/A – Not Applicable	Area does not apply to the program being reviewed.

Engineering Notebook Equipment Guide

Puja Mehta



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