

WISCONSIN INDIANHEAD TECHNICAL COLLEGE PORTFOLIO FORMAT AND GUIDELINES

The completed portfolio must be submitted in the proper format before it will be accepted for evaluation. Students submitting portfolios that do not meet format guidelines will be asked to correct and resubmit their documentation.

Guidelines

1. Portfolio construction and appearance should be sturdy, neat, attractive, creative, consistent and organized. Overall appearance will be evaluated.
2. Portfolio must be free of spelling and grammatical errors. Consider having your portfolio reviewed by someone you know that has good writing, spelling and grammar skills.
3. Essay components of the portfolio must be typewritten.
4. Use sheet protectors if possible. This will preserve your materials and make viewing easier.
5. Each competency should be listed separately.
6. Include copies (not your originals) in your portfolio. Your portfolio will become property of the college.
7. Be sure to fully analyze each work sample that you include. Select only items relevant to the course you wish to be considered.
 - √ Think of skills you have that you want to illustrate – when have you used them and how?
 - √ What have you done? Does it apply?
 - √ Do you have documents that would verify this experience? (training certificates, performance reviews, or employer letters)

NOTE: Remember not to feel discouraged if your portfolio does not meet the criteria necessary for receiving work experience credit. Portfolios are a lot of work and involve including documentation that is of significant value which is necessary for the college to grant credit.

You have 6 weeks to appeal any academic decision. See your handbook for the complete process to appeal.