

## **Language & Teaching (LT) 199**

### **Expectations for Portfolios**

#### *Background:*

Portfolios are the primary way you report on your progress in this program, and the primary means our GTFs give you feedback. As such they should be filled out (narrated) with care and detail. They comprise 40% of the grade for this course and are required.

Portfolios must be submitted online, using the Voiceboard (on Blackboard). Each student has a personal area where you can speak as well as write. Please note these portfolios are not private. Your tutor can see and read them as can others in your class. This is deliberate—we want to promote more collaboration and cooperation.

You are required to submit your portfolio at the end of Week 3, (Week 6 (Feb. 16) and Week 9. The first portfolio covers weeks 2-3 (10 points), the second, weeks 4-6 (15 points), and the final weeks (7-9) (15 points). Each portfolio will include three weeks of work. So, for example, in the portfolio due at the end of Week 6, you should include separate entries for Weeks 4, 5, and 6.

#### *Expectations:*

1. Portfolios will be submitted on time (see course calendar). Five points are deducted for late submissions.
2. Portfolios provide the learner and us with insight and detail into how the learner approaches his/her language study, i.e. they should be thoughtful and easy to understand.
3. Portfolios reflect (in time and substance) the number of credits a student is enrolled for, i.e., a student enrolled for three credits needs to spell out what s/he is doing for 4-6 hours a week outside of class.

#### *Grading Criteria*

1. First and foremost portfolios need to be on time, and complete. Those which lack detail or clarity about what you're doing in your language study will be considered as unsatisfactory and therefore not get the full credit.
2. Portfolios should reflect how much time and effort you put into self-study other than the in-class time. Those, which do not meet these criteria, will be given no credit or partial credit depending on their quality.
3. Those who are taking this course for more than 1 credit need to detail what they're doing outside of class. More reflection and introspection is expected.
4. Tell us how you are progressing, what difficulties you encounter and what you could do to alleviate those difficulties.

## How to Do the Weekly Portfolio

Careful reflection (along with observation, good input, and, of course, practice) is essential when attempting to do self-study language learning. This weekly portfolio is designed to help you: 1) remember what you did both in and out of class, and 2) plan for the week(s) ahead.

It is your record of course progress; we can't give adequate feedback if we don't have a clear idea of what you're doing. Please be as descriptive as possible, but also focused. It's always important for us to hear "how" you are learning.

Portfolios are checked every 3 weeks. If you have questions, note them at the bottom, and we'll get back to you as soon as we can.

- 1) What were your goals (language and otherwise) for this week? What actually happened? What worked well? What did you do outside of class to complement or supplement your learning?
  
- 2) Pick a goal, a topic, or activity that you mentioned above, and say some more about it, e.g., why did it work so well (or not)? What insights do you have about why a certain kind of learning was successful and perhaps another was not? What strategies/techniques did you use this week? (look 'n say, look 'n write, flashcards, memorization, etc?)
  
- 3) What materials or resources did you use this week: in class? Out of class?
  
- 4) What's going to be your focus for next week?
  
- 5) Do you have any questions or concerns?

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1. Portfolios are written (or recorded) online—Voiceboard allows you either to write or speak your reflections on your learning.
  2. Please use it not only for portfolios but also as a place to practice speaking. Each student has his/her own message board (but it's not confidential).
  3. Instructions for using the Voiceboard are at:  
<http://babel.uoregon.edu/voiceboards/bbhelp/student/Instructions.html>