PORTFOLIO COMPILATION

Course Objective:

The training module is aimed at giving hand on experience to students on portfolio compilation which includes evaluating coursework quality, learning progress, and academic achievement; determining whether students have met Learning standard or other academic requirements for courses, grade-level promotion, and graduation; helping students reflect on their academic goals and progress as learners; and creating a lasting archive of academic work products, accomplishments, and other documentation.

Prerequisite:

Zeal for the learning new methods for systematic management.

Overview of Training:

A portfolio compilation is a collection of all the materials used in a course, such as outlines, teaching methods, assignments, assessment strategies and rubrics, exemplary samples of students' work, as well as the teacher's own reflections, recommendations on the progress of the course and plans for possible updates in the future. In higher education and academia, three kinds of portfolios stand out. One is the student portfolio in which students collect their best projects in a folder to document the way they have progressed throughout their education. The second is the teacher's portfolio, which is a resource that helps teachers to document their teaching processes in order to develop a reflective practice, which can be used to develop their own techniques. The third kind is the course portfolio, which aims at documenting the process of achieving the learning outcomes of a specific course.

Why do one need to do a course on portfolio compilation?

Every Institution aims to enhance the quality of its teaching by identifying effective teaching methods and assessment approaches that help students learn better and demonstrate the knowledge, skills and attitudes that are necessary for their preparation for their professional lives. This course will be an important tool in this process because it provides evidence of the "golden thread" relationship between the objectives of a program and its implementation.

Intended Audience:

Students across the program will be benefitted from this course but management stream students would find the relevance in every aspect of their career.

Learning Outcomes:

This tool aims to achieve a number of specific Program Learning Outcomes (PLOs). They help the teacher to select the content, determine the teaching methods and activities, and assess achievement. They also help the students to understand what is required of them to successfully complete the course. While each PLO describes in general terms what the student has to achieve upon graduation, at the course level these learning outcomes have to be more specific and describe what level of the learning outcomes the student needs to achieve at the end of the course. More than one course can contribute to achieving a program-learning outcome. The department has to then identify and clarify the different levels of achievement of the learning outcomes. In other words, there should be agreement about how the courses help students to systematically progress towards the learning outcomes and to ensure that by the end of the program there are no gaps or weaknesses in the students' experience.

Course Outline:

- Introduction to the course portfolio.
- What is a course portfolio?
- Why do we need a course portfolio?
- What are the benefits of developing a course portfolio?
- What are the contents of the course portfolio?
- The course outline and content
- The course learning outcomes
- Textbook and reading materials
- Units or weekly schedule
- Teaching methods and activities
- Assessment tools, grading and rubrics
- Samples of the teachers' and the students' work
- Reflections on the success of a course
- How should a portfolio be organized?
- What about multi-section courses?
- Why is it worth spending time on a course portfolio?
- Do we need to include everything listed here in a course portfolio?
- Where should portfolios be kept and who can access them?
- How to reflect on the achievement of the course learning outcomes?