

Union College  
ECE-101  
Winter 2016  
Guidelines for the Portfolio

The purpose of keeping a portfolio is to develop a complete and well organized record of the material presented in the course and your accomplishments. This will be useful to you for completing assignments and studying for exams during the course. ECE-101 is a prerequisite for other courses and your portfolio can be used as a reference for these courses. You may find your portfolio useful after you graduate and need to solve problems in your job.

The portfolio must use the following:

- The portfolio will be kept in a three ring binder with all material punched and inserted in the rings.
- The first page will be a title page with your name, the course number and name, and the term.
- The second page will be a table of contents.
- The rest of the portfolio will be organized in sections with a tab for each sections. You must have **at least** the following sections: syllabus and course information, in-class exercises, assignments not associated with a project, handouts not associated with a project, a section for each project, exams and quizzes, and class notes.

Your portfolio will be handed in the last week of classes and will be graded based on quality, organization and completeness.

**If you have questions please ask.**

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