

Process Folio Guidelines

economics

Mr. Buckley

- ASSESSMENT- KEEP THIS IN YOUR PROCESS FOLIO

A) THE FILE AS PART OF YOUR ASSESSMENT:

- Each student is required to keep a complete record of all work completed for this course. All assignments, handouts, notes in and outside of class must be kept in the file. The file is intended to be of assistance to you as a means of recording your total effort in the course and a means of recognizing work done by you outside of the classroom, particularly in the area of notetaking.
- You will soon realize that work done by you to improve your file will improve your semester grade not only in terms of marks awarded for the file itself but also in helping you to perform more effectively in your homeworking assignments such as 'business logs'

B) HOW TO ORGANIZE THE FILE ?

THE FILE WILL BE COLLECTED + ASSESSED EACH SEMESTER. Before it is collected examine (C) below which shows the main things which I will be looking for in your file. A copy is included in this handout. The focus is upon how well the file is organized so that you can use it to revise for assessment in class and to prepare written homework assignments.

- 1 Is there a clear contents page ?
- 2 Is the file divided into relevant sections which are easy to find and easy to use ?
- 3 Is there clear evidence that you work taking notes while reading ?
- 4 Is there clear evidence that the file is improving in quality from one quarter to the next ?
- 5 Is your file up to date and all handouts and written assignments included ?

SEE © BELOW

C) HOW TO ASSEMBLE THE FILE ?

(some suggestions)

1 USE A CLIP / BINDER FILE, A4 SIZE.

2 USE CLEAR HEADINGS FOR EACH SECTION AS WELL AS A CONTENTS PAGE. IT MUST BE POSSIBLE TO FIND PARTS OF THE COURSE QUICKLY.

3 USE AS MANY SECTIONS AS YOU LIKE. THE FOLLOWING ARE RECOMMENDED. see 1- 9 below.

4 USE OF GRAPHS WHERE POSSIBLE IS A KEY FEATURE OF THE PROCESS FOLIO.

5 Number your notes in each UNIT carefully. Each note entry should have a number and each note should be focused on a Big Question.

6 In taking notes use short phrases. Avoid using sentences. We will look at notetaking styles in class! SEE **ATL** WEBNOTES ON NOTETAKING!

Example:

- 1. Assessment**
- 2. Course Outline**
- 3. Reading Logs**
- 4. Unit 1: Stockmarket**
- 5. Unit 2: Economy**
- 6. Unit 3: The Business Firm**
- 7. Section 4: Development, sustainability + business**
- 8. Section 5: Global issues**
- 9. Dictionary**

Note: Sections 4 through 8 should include separately

- **Class / teacher notes**
- **Student / reading notes**