

# CALCULUS PORTFOLIOS

1. **Title Page.** Your portfolio should have a unique title page. It should include the following items:
  - a) a unique graphic or design. It may be drawn by hand or computer-created. It must present a positive attitude about mathematics.
  - b) the name of the course *spelled correctly!*
  - c) your name
  - d) Block #
  - e) 20##-20## (school year)
  - f) At least 3 colors
2. **Sections.** Create the following sections in your portfolio. You may use dividers with tabs or a sheet of construction paper with the name of each section on it. These pages must protrude so that each section can easily be identified.

**Tabs must be in the following order from top to bottom.**

  - a) Journals
  - b) Math Matters
  - c) Projects
  - d) Tests
3. **Journals.** This section of your portfolio will contain the journals you complete for each chapter. The journals should be in chapter number order.
4. **Math Matters.** Each quarter you will be asked to read one article concerning some area of mathematics and to evaluate the subject matter discussed in the article. The article and appropriate questions will be provided to you when the subject matter of the article pertains to the topics being discussed in class. Both the actual article and your response to the questions must be included.
5. **Projects.** This section will contain projects that you will complete in class that pertain to a specific topic. You will also complete one major project during the second semester that is not directly tied to a specific topic in this course.
6. **Tests.** This section is to contain all tests and quests you complete during the year.
7. **Table of Contents.** A Table of Contents should be created and placed BEHIND the title page. If the title page is on the cover of the binder, this will be the first page in the binder. It should be word processed, uploaded to Google Drive, and shared with Mrs. Meyer. It should contain the information shown on the next page and should be formatted with the following guidelines:
  - a) Entries should be justified on both the right and left with leaders in between. ***See the instructions on the back of this sheet for creating these.***
  - b) Do not use excessively large/wide fonts. Some entries will not be able to fit on one line.
  - c) Leave one blank line between each entry.
  - d) Spell and space correctly.
  - e) Later in the year, it will begin to run onto two pages. Do not split a section over two pages. Page 2 should start with a major heading.
  - f) **All actual assignments should be placed in the binder in the SAME ORDER that they are listed in the Table of Contents!**

Example (Not all entries shown here):

## TABLE OF CONTENTS

### Journals

Chapter 1 ..... Precalc Review

Chapter 2 ..... Limits

### Math Matters

Quarter 1 ..... Why Learn Calculus?

### Projects

### Tests

Chapter 2 ..... Limits

Chapter 3 ..... Derivatives

To create text aligned on both sides with leaders (dots):

1. Launch Microsoft Word.
2. Click on Layout tab-Margins.
  - a. Set the left and right margins at 1.25" and the top and bottom margins at 1".
3. Change to the Home tab.
  - a. In the Spacing section, make sure Space Before and Space after are both set to 0 pt.
  - b. Check that line spacing (horizontal lines with up/down blue arrows) is set to 1.0.
4. Select a font and text color. Do not select an extra wide font as some entries will not fit later in the year.
5. Type "TABLE OF CONTENTS," center it, and change the size to 18 pt.
6. Leave one blank 18 pt. line after the title.
7. Change the font to 12 pt. Type the word "JOURNALS", bold and center it. Leave 1 blank line after it.
8. To set tabs:
  - a. Change the font to 12 pt. Type the word "JOURNALS", bold and center it. Leave 1 blank line after it.
  - b. Change the font to no bold and left aligned.
  - c. Select Format—Tabs from the top dropdown menu.
  - d. When the Tabs dialog box appears, press Clear All.
  - e. Enter 6 in the small white box at the top.
  - f. Under Alignment, select Right.
  - g. Under Leader, select "...".
  - h. Click the + sign. 6" should now appear in the tall, white box.
  - i. Click OK.
9. Type "Chapter 1" and press tab. Type "Precalc Review" and watch as the letters back up (will keep the right edge even).
10. Leave a blank line and type the next entry shown under the Journals section on your Portfolio rubric. Be sure to include all the entries shown in this section.
11. Do the same for each section: Math Matters, Projects & Tests. Leave a blank line after each of these headings.
12. Save the file. You will open it again each quarter and add more entries to it.