**AP European History**

**Portfolio Instructions**

The Portfolio:

A key component for success in college-level courses is your ability to keep your materials organized. Therefore, you will required to maintain a portfolio with all of your AP Euro materials—notes, homework, quizzes, essays—absolutely EVERYTHING you do in this class will wind up in that portfolio. The maintenance of your portfolio is part of your grade and therefore will also be graded by your peers at several points throughout the year to make sure that you are staying organized. You will receive a checklist with everything required for the portfolio review and the expected order & organization in the days before the portfolio is due.

The portfolio requires a two in. wide three-ring binder, twenty tabbed divider sections, and plenty of college-ruled lined paper. *If you have trouble acquiring any of these materials please see Ms. Tully right away.*

Every section should be kept in chronological order (i.e. newest material goes at end of section)

The Sections:

1. Syllabus and Course Info
	1. In this section you will keep all the handouts and information important for understanding the requirements of the course.
	2. Ex: Syllabus, Calendards, Portfolio Instructions
2. Unit Zero
	1. Follow this order for all assignments/lessons:
		1. BW/WU
		2. Notes
		3. Handouts & Assignments
		4. Quizzes
3. Unit One – BW/WU
	1. Bellwork and Wrap-Ups for each week should be written on the same piece of paper or have multiple pages stapled together. Do not staple multiple weeks together.
4. Unit One – Notes
	1. Students will need to complete a **Unit Cover Page** and a **Section Cover Page** for each Portfolio Check. Both of these documents, as well as the Portfolio Checklist for that unit, can be found on the class website.
	2. For each chapter you will keep your Content Review Sheet in this section, followed by the typed notes from any lectures on that chapter. If you have additional notes or completed parts of the Content Review Sheet, put those materials BEHIND your typed lecture notes. There is no need to keep the handwritten outlines from lectures in class once they are typed.
	3. Notes should be kept in chronological order, *with a clear date and lecture topic on each day’s notes*. If a topic cover more than one day, then you only need to list the date for the first day of the lecture.
5. Unit One – Handouts & Assignments
	1. This section will contain all of the handouts from Unit One. Please keep track of every handout you get, even the half size ones.
	2. This section will contain all of the completed assignments such as PSAs, SSAs, Art History Analyses, and other classwork or homework.
	3. Readings from outside the textbook should be printed and kept here with the corresponding assignment or discussion notes.
6. Unit One – Quizzes & Writing
	1. Quizzes and writing assignments should be kept in this section
7. Unit Two – BW/WU
8. Unit Two – Notes
9. Unit Two – Handouts & Assignments
10. Unit Two – Quizzes & Writing
11. Unit Three – BW/WU
12. Unit Three – Notes
13. Unit Three – Handouts & Assignments
14. Unit Three – Quizzes & Writing
15. Unit Four – BW/WU
16. Unit Four – Notes
17. Unit Four – Handouts & Assignments
18. Unit Four – Quizzes & Writing
19. Review Materials
	1. All review materials distributed in class for the unit exams and AP exam should be kept in this section.
20. Miscellaneous

Questions?

* Most of the course materials will be online. If you lose or damage some materials, there are several things you can do:
	+ Check online for a copy and print it out – THIS SHOULD ALWAYS BE FIRST
	+ Ask an fellow student for information or assistance
	+ Ask Ms. Tully