

**Title V - Electronic PortFolios Faculty checklist 2004 \_\_\_\_\_ Semester**

**Faculty Name:**

benchmark

* List Students & CD Keys						
* Training sessions attendance	1					
* 1 Progress report / month for semester (Last Tuesd. month)	3	1	2	3	4	
* Final Progress report / end of semester (w/ 15 min ppt -> ATF) Symposium presentation (15 min pt - sample student work)	3, 8					
* Dvp Professional epFolio / end semester	4, 6					
- Syllabus						
- Multimedia in prof. ep Folio						
* Cooperation STU	2					
* ID content areas for epFolio - ID Faculty w/in Dept.						
* Mentoring colleagues & Students	9					
* Master LiveText & teach to students	5					
* Self Eval - Contract completion Form / end semester	7					
* Assist design user guides & training	5					