

**Methodology for Completing Weekly Lab Exercises and Lab Portfolio
ES202 Winter 2011**

1. **At the beginning of the term**, purchase the following materials for lab:
 - (a) 2.5-inch thick three-ring binder, with "see-through" plastic slip cover.
 - (b) 10 tab-separation sheets (three-hole punched), with stick-out tabs that can be clearly labeled.
2. **At the beginning of the term**, with a word-processor, create a binder cover and insert it into the plastic slip cover. Include the following information on the cover:

ES202 Lab Portfolio
Western Oregon University
Winter Term 2011

Prepared By

Jane Smith
smith@st1.wou.edu

Add personalized artwork to your cover, be creative!

3. **At the beginning of the term**, label the 10 tab-separation sheets, with one each of the following: Lab 1, Lab 2, Lab 3, Lab 4, Lab 5, Lab 6, Lab 7, Lab 8, Lab 9, Lab 10. Place all of the tab-separation sheets into the three-ring binder at the beginning of the term so that you will be ready to insert the lab exercises as you complete them.
4. **Prior to attending lab each week**, read the scheduled lab exercise. Complete Pre-Lab Reading Questions prior to attending class.
 - A. Clearly answer all parts of Pre-Lab Questions, include drawings where required.
5. Insert your answers to the Pre-Lab Reading Questions in the appropriate tab slot, prior to attending lab each week. The instructor will check your work at the beginning of the lab period.
6. Complete the weekly in-class lab exercise. **Note:** the labs include both lab manual exercises and hands-on lab demonstrations. The lab exercises are such that you must attend lab during your designated lab period. Attendance will be noted, if you miss lab, you will lose points.
7. If you do not complete lab exercises during the allotted time, then you will either need to finish your lab-manual work at home, or return to the NS218 geology lab to complete the work later in the week (during room open times).
8. Compile all components of the weekly lab in your 3-ring portfolio binder. Use the following organization:
 - I. Labelled tab-separation sheet
 - II. Pre-Lab Reading Questions
 - III. Lab Exercise Answer Sheets
 - IV. Lab Exercise Maps/worksheets

NOTE: you must tear out your lab manual worksheets and maps, attach them to your answers, and place them in your lab portfolio. Your lab manual is a work book, not a text. It is not designed to be sold used / unused.

**** Use tab sheets to separate each lab exercise. Neatly label the tabs "Lab 1", "Lab 2" ... etc.****

9. Read and complete the Pre-Lab Reading Questions for the next week's lab.
10. Submit the completed portfolio entry (from last week's lab) and this week's Pre-Lab Questions to the instructor by the beginning of the Lab Class. The instructor will check the portfolio entry and pre-lab questions for completeness, and return to the student during the lab period.
11. Repeat procedure for each week, until submitting Part 1 of the portfolio for formal grading at the Mid-Term, and Part 2 of the portfolio for formal grading at the Final.

Weekly Checklist for Compiling Lab Portfolio:

- _____ Three-ring binder with slip-cover sheet
- _____ Three-ring binder with labeled tab-separation sheets
- _____ Completed Pre-Lab questions from last week
- _____ Completed lab exercise from last week, including all work pages and maps
- _____ Completed Pre-Lab Questions for the lab this week.