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| **Grading Sheet: 1st Semester Portfolio** | | |
| **Category** | **Points**  **Earned** | **Points**  **Possible** |
|
| **Title Page** [First page in binder. Can be on outside in plastic display sleeve.] |  | /05 |
| **Assignments** [All present.] |  | /25 |
| **Organization** [All papers in proper order as directed.] |  | /10 |
| **Technical Qualities** [Pictures not faded or turned color due to improper processing. Good Tone. Dust, scratches or chemical marks or not present.] |  | /50 |
| **Handouts/Grading sheets**  [All present. In back of portfolio.] |  | /10 |
| **Negatives** [All sets present; in negative sleeves (no more than 6 per strip); in back of binder.] |  | /10 |
| **Creativity**  [Selected pictures are creative.] |  | /40 |
| **Presentation** [Portfolio orderly: all prints & rubrics present; pictures are in focus, neatly labeled, cut square, trimmed & matted; all mistakes corrected; binder has good appearance. All required assignments, notes, and negatives included.] |  | /50 |
| Total: |  | /200 |

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| **Grade** | **%** | **Points** | **Grade** | **%** | **Points** | **Grade** | **%** | **Points** |
| A+ | 100 | 200 | B+ | 89 | 178 | C+ | 79 | 158 |
| A | 95 | 190 | B | 85 | 170 | C | 75 | 150 |
| A- | 90 | 180 | B- | 80 | 160 | C- | 70 | 140 |

See next page for further directions.

**Pages with pictures:** Maximum of 2 pages, back‑to‑back, per plastic sleeve. Pictures MUST face outward.

**Order of Notebook:**

1. Title Page
   1. May be printed in black and white
   2. Can put in plastic sleeve or on front of binder [if it has a holder for cover sheets].
2. Pinhole Camera Assignment
   1. Matted pictures: 1 object, 1 portrait, and 1 special effect
   2. NOTE: Put the extra pinhole negatives & positives not used in the back of your notebook or leave in your Photo locker in the Zip Lock bag you were given.

**Note:** You are responsible for only what your class did. Morris’ and Shields’ classes will be different.

* + 1. These are NOT graded in the portfolio

1. 1st Roll Assignment
   1. Your matted Picture 1 Test Strip and Final Print
   2. Your matted Picture 2 Test Strip and Final Print
2. Text Styles Assignment
   1. Matte the 4”x6” print onto regular paper as usual. Don’t forget the Header/Footer information.
3. Gradient Technical Reading Tutorial
   1. Matte the three (2) 4”x6” prints onto regular paper as usual. Don’t forget the Header/Footer info.
4. 7 Rules of Composition – Digital
   1. Computer printout of Internet pictures [35] illustrating the different 7 Rules
   2. Matte the seven (7) 4”x6” prints [2 pictures of each rule onto 1 canvas] onto regular paper as usual. Don’t forget the Header/Footer information.
5. Pinhole Enhancements
   1. Matte the five (5) 4”x6” prints onto regular paper as usual. Don’t forget the Header/Footer information.
6. 4 Portraits – Traditional prints
   1. Computer printout of Internet pictures [16] illustrating the different 4 Rules using portraits.
   2. Your matted and labeled 4 prints showing the 4 Rules using portraits.
      1. Don’t forget the Header/Footer information.
7. All handouts
   1. Course Syllabus
   2. Scoring Scale or Rubric for use of Studio Time
   3. Glossary of Photo Terms
   4. Notes [Aluminum Can Pinhole Camera, 1st Roll, 7 Rules of Composition]
   5. All Grading Rubrics: Digital and Traditional
      1. NOTE: Do not un-staple. Can put 2 stapled assignments back‑to‑back with 1st page facing out on each side of plastic sleeve. These do not have to be in a plastic sleeve.
   6. All Photography Readings
8. Negatives

**Pages with pictures:** Maximum of 2 pages, back‑to‑back, per plastic sleeve. Pictures MUST face outward.

* 1. Put in plastic negative holder.

**How Graded:**

1. This notebook is about **PRESENTATION!**
   1. How good does it look?
      1. Binder in good shape? Not written on or torn?
         1. 1” or 1.5” in size.
      2. Pictures matted and labeled nicely?
   2. You need to go back and FIX your mistakes so that the portfolio looks good. Pretend that you are giving this to a potential employer – you want it to look its best.
      1. Reprint pictures that are discoloring and re- matte.
      2. Change pencil matte labels with Ink or type and re-matte the picture(s).
         1. Could print new labels in Word. Cut out and paste over old labels on the matte.
            1. Could also use cloth edging material or colored paper to cover the edges of the new label.
2. Plastic Sleeves (Optional but Highly recommended)
   1. Put ALL papers in these so that they do not get wrecked.
      1. Use CLEAR plastic sleeves for pages with pictures so that they can be seen clearly.
   2. May put papers in back to back to reduce number of plastic sleeves needed.
3. Pictures
   1. Check to see if they have discolored.
      1. This is caused by improper chemical processing when you printed them.
      2. Need to reprint these and re-matte.
   2. Check that pictures are properly trimmed.
      1. If not, cut off of matte, re-trim, and re-matte.