

**PLTW Gateway Notebook, Classroom Binder, and Portfolio Description**

The PLTW Gateway Notebook, classroom binder, and portfolio are tools to organize your work in a meaningful way. For the purpose of consistency within this curriculum, the description of the content of each tool is shown below. It is recommended that you adhere to these descriptions when referring to these tools in the classroom.

1. A PLTW Gateway Notebook contains all *design* work completed for a specific design project. It is a chronological documentation of all tasks completed during a design process, including correspondence, ideas, sketches, journal entries related to design, calculations, photographs, class notes, meeting notes, test procedures and data, and other related information.

In PLTW courses, you may use a single PLTW Gateway Notebook to document design work for multiple projects. However, it is recommended that each project have a separate designated section within the notebook that includes pertinent information for that project only.

1. The course binder is used to store all course materials not included in the engineering notebook such as activities, research, reference materials, and handouts.
2. A Portfolio is a collection of documents selected by you for a particular purpose. Portfolios include your reflection. There are various types of portfolios used for various purposes and the teacher may decide which format is appropriate for use in his or her classroom.
   1. A Project Portfolio is a collection of artifacts assembled to document the design process of a *single* project. This may contain duplication of some content from the engineering notebook and course binder and is used to *showcase* your application of the design process. An example is the Project B.3 Furniture Design.
   2. A Course Portfolio is a collection of selected work which demonstrates the range and depth of experience and skills gained from an entire course.
   3. A Longitudinal or Growth Portfolio shows growth from early to later work in regard to specific skills and extent of mastery. Entries in a Longitudinal Portfolio can span several years and courses.
   4. A Showcase Portfolio shows best work targeting specific skills.

You are expected to start to document all of your work early in the course. This notebook will be used throughout the year and can be a useful validation of your knowledge and skill to post-secondary institutions.

It is important to know that there are many formats used to document work within an engineering notebook. The notebook format introduced in PLTW Gateway accumulates best practices and presents a standard for the purpose of consistency in the curriculum. As you gain experience or are employed in a professional capacity, you will improve and enhance their practice and procedures for the engineering notebook to match preference and company policies which vary widely.

An engineering notebook, as kept by a professional engineer, is a bound text with quadrille ruled pages. Loose leaf writing paper is generally not acceptable.

You will be required to keep a bound engineering notebook in your PLTW classes. It is valuable to view a notebook with completed entries as an example. The notebook example could have pre-numbered pages, with designated spaces for the dated signatures of the designer and witness for added convenience.

Other types of lower cost, bound, quadrille ruled notebooks are available at most office supply stores, but they generally do not have pre-numbered pages or designated locations for the dated signatures of the designer and witness. If not pre-printed, then it is your responsibility to individually write this information in ink on each page before beginning an entry.

Engineering Notebook Sample Entries from the **General Student Resources** is an example that you may use to help learn proper documentation.

You should keep *all* of your course work. Design work related to the design process of projects should be kept in an engineering notebook; all other documents and work should be kept in a course binder. When a portfolio is required, you can then select work from your notebook and binder to place in your portfolio.