**GENERAL EDUCATION PORTFOLIO**

**Name**

**Major**

**Capstone Course, if applicable**

**Semester**

**Year**

**Name**

***Spine “Label” Directions:***

*Customize your spine “label” with your name, your major, and the semester with year.*

*(Ex: Fall 2015)*

*Print the “label” on plain paper, cut to fit the size of binder, and slide in.*

*To insert the spine label, open the binder flat, and it slides right in.  If closed, it’s stubborn. Using white paper on a white binder makes it look nearly custom printed.*

*Note: This spine template is designed to fit a 1½ inch or larger binder. You may need to adjust font size if you use a smaller binder.*

**General**

**Education**

**Portfolio**

**Major**

**Semester**

**Year**

***Binder Cover Directions:***

*Customize the binder cover (first page of this document) with your name, your major, your capstone course (if you have one) and the semester with year. (Ex: Fall 2015)*

*Print in either black and white or color and place on the front of the binder so that it is clearly visible.*