

## Portfolio Guidelines



The portfolio serves as an assessment piece used to evaluate students on eight professional competencies under the two categories of knowledge and practice. The following is a list of products that should appear in the portfolio. The section breakdowns are suggestions and the student may organize their portfolio as most appropriate

Section one will include personal information such as personal statement and resume. Section two will include reflections on the integration of course work, practicum and graduate assistantship experiences. Section three will include evidence to support competencies. The expectation is for each student to include documents for each competency area. Section four is a reflection of performance reviews and section five is the student's professional development plan for the future. Although there are distinct sections to the portfolio, students are asked to integrate the competencies into all five sections.

- Section 1:** Introduction to Portfolio  
Executive Summary of Portfolio and Chart  
Table of Contents  
Personal Statement including philosophy, values and goals as they relate to the Student Affairs profession  
Vita or Resume (that includes the following elements):
- Work experience
  - Co-teaching experience
  - Administrative experience
  - Membership and participation in professional organizations
  - Participation on committees
  - Workshops and participation in conferences

- Section 2:** Reflection essay of learning/development while enrolled in the Student Affairs in Higher Education program that addresses the following areas and integrates this reflection with your understanding of the competencies.
- Reflect on your academic coursework and classroom engagement in the educational process
  - Reflect on your assistantship and practical experience as it relates to the educational process
  - Reflect on your personal development and transitions experienced while enrolled in the SAHE program

**Section 3:** Utilize the eight Professional Competency areas to support this section. Provide a reflection statement/cover sheet for both the Applied Foundational Knowledge and the Professional Knowledge component with the portfolio product. Include artifacts and evidence that supports the competency:

***Knowledge Competencies***

- ❑ Demonstrate understanding of knowledge:
- ❑ Demonstrate your ability to create and manage a professional knowledge base, including personal knowledge, professional resources, information tools and methods for using these resources.
- ❑ Demonstrate ability to engage in systematic inquiry, research, analysis and interpretation.

Possible portfolio products /Suggested items for submission for Knowledge Competencies include:

- Research paper. Submit a paper from any core course or workshop.
- Presentation. Submit presentation materials (powerpoint, handouts, etc.) of a class presentation.
- Group Project. Submit examples of a class group project.
- Reflection Paper. Submit a reflection paper about a specific class project: a specific class; the overall coursework for a semester.
- Literature review. Complete a literature review relating to an area of interest. Include in your review an analysis and critique of a set of theories, models, or strategies.

Criteria for Faculty Review:

- Demonstration of mastery of a knowledge base that includes breadth across area of interest, including familiarity with major researchers, theories, models, history, problems and thinking. Cite professional literature accurately.
- Demonstration of organization, management and evaluation of information. Demonstration of accessing information in learning and inquiry activities.

***Professional Practice Competencies***

- ❑ Demonstration of Professional Practice Competencies:
  - a) Administrative functions and processes
  - b) Managing self
  - c) Communication
  - d) Working relationships with others
  - e) Mobilizing innovation and change
- ❑ Demonstrate ability to synthesize and interpret ideas related to the Student Affairs field in a way that leads to new understanding and new knowledge.

Possible portfolio products/Suggested items for Professional Practice Competencies submission include:

- Supervision topic. Write a paper wherein you discuss a supervision issue you encountered.
- Student group advising topic. Complete a paper where you discuss an issue or theme related to a student group you are advising.
- Training or class presentation. Write a paper discussing a training or class session you presented or facilitated.
- Organizational culture analysis. Complete a paper and reflection analyzing the organizational culture of a student group with which you are working, or an organization in which you are working.
- Reflection on application of academic knowledge applied to practice with specific outcomes and personal assessment.

Criteria for Faculty Review:

- Demonstrate a general understanding of the current state of Student Affairs.
- Demonstrate the ability to interpret, evaluate, and synthesize important ideas related to area of interest, and offer fresh insights and perspectives to those problems.
- Demonstrate a depth of understanding of specific problem areas within area of interest.
- Provide a critical review of the strengths and weaknesses of the literature and offer a unique individual perspective.

**Section 4:** Reflection essay on performance and academic assessments. Please integrate all eight competencies in your essay. Areas to reflect on include:

- ❑ Reflect on each of the regular feedback assessments provided during enrollment in the Student Affairs in Higher Education program.
- ❑ Reflect on your own personal assessments of academic and practical engagement throughout your tenure in the program.
- ❑ Reflect on your ability to co-teach, lead, or help manage change in an organization.
- ❑ What did you learn? What do you still have left to learn?

**Section 5:** Professional Development Plan

- ❑ Demonstrate your character and leadership commitment to your profession through participation in a variety of service activities.
- ❑ Demonstrate participation in scholarly and professional communication and exchange of ideas through publications and presentations.
- ❑ Outline a plan for on-going professional development within the profession, including short-term, 5-year and 10-year goals.

Possible portfolio products/Suggested items for submission include

- Published article. Write an article that presents the results of research, a review of research or theories, or information for practitioners.

- Present at a workshop or seminar. Conduct a seminar for a group on a subject related to your area of interest. Include an evaluation of your workshop or seminar.
- Conference presentation. Present information at a local, state, national or international conference. Include handouts and evaluations utilized at the conference.
- Training. Prepare a report describing a training workshop that you conducted. Include materials used, instructional design, and evaluation.
- Teaching experience. Co-teach a university class or other class. Prepare a report that includes a syllabus, instructional design, and evaluation.
- Manage change. Prepare a report on an intervention that you implemented in an organization. Include assessment of outcomes.
- Consult. Prepare a report describing consulting activity. Include copies of materials and describe processes used.
- Service to the profession. Prepare a report documenting service activities and reflection of learning outcomes.
- On-going plan for professional development, including short-term, 5-year and 10-year goals.

Criteria for Faculty Review:

- Demonstrate a commitment to active professional participation and scholarly contribution.
- Demonstrate effective leadership in professional area.
- Demonstrate a high level of character through professional conduct, expertise, and commitment to service.
- Demonstrate a commitment to life-long learning.
- Products and presentations reflect quality work within chosen area of interest.

## REVIEWS OF PORTFOLIO

### Semester Reviews

Your committee will conduct reviews in the second, third and fourth semesters. Successful completion of each review is required to continue. Your first review constitutes the preliminary examination. Your last review constitutes your defense of your portfolio.

The preliminary and semester reviews serve two main purposes:

1. *Assessment.* The preliminary and semester reviews provide benchmarks and opportunities to give feedback to graduate students about their progress. Students must make demonstrable progress in their reviews to reach the defense stage of their degree program.
2. *Personal scholarly development.* The reviews provide students with the opportunity to assess their own progress in acquiring the knowledge and skills needed to be fully competent in the field of Student Affairs.

### Preliminary Review

You may schedule the Preliminary Review after completing one semester (or nine hours of coursework). It is to your advantage to complete the Preliminary Review as soon as possible after nine hours. It is highly recommended to schedule your Preliminary Review between mid-January and end of February for full time students. This will provide time for your advisor and committee members to review your developing portfolio before the graduating students submit their final portfolios for review. You must successfully complete the Preliminary Review within two semesters (eighteen hours) of admission into the program. You are responsible for contacting your Advisor and convening your committee for the Preliminary Review.

Your portfolio will contain at least the following for the preliminary review:

- A completed advising form indicating your committee membership
- A statement of your professional values and goals, and how these relate to your long-term interest in the field of Student Affairs
- Records of courses taken
- Summary of first semester feedback and assessment
- Plan for preparing portfolio products
- 2 - 4 products with cover sheets

Follow these steps in preparing for your review:

1. *Prepare a statement of your professional values and goals.* Reflect upon your professional preparation and the kind of role you want to play in a work setting. Develop an outline of your goals and how graduate studies help you meet these goals.
2. *Select two faculty members to serve on your committee.* You need two additional faculty members on your committee in addition to your advisor. Your choice should be based on expertise and compatibility with your educational needs. You must select at least one faculty member outside of the School of Education to serve on your committee.

## **Final Defense**

You are ready for your final defense of your portfolio when you are enrolled in your final semester of the SAHE program and have met all of the portfolio criteria as discussed above.

### Criteria for Evaluation:

You will be evaluated on your overall progress as represented by the products, reflection and integration of your portfolio. Your committee members will be reviewing your portfolio and listening during your defense for:

1. Independent and original thought
2. Adequacy and appropriateness of citations and references to authors
3. Logic and coherence of reasoning and thought processes
4. Clarity and organization of writing
5. Professional presentation of the material
6. Error-free products and writing
7. Development and growth appropriate to your level in the program.
8. Attention to requested improvements
9. Coherence and accessibility
10. Philosophy of leadership, innovation, change, professionalism and character

## **SAMPLE COVERSHEET FOR PORTFOLIO PRODUCTS**

*Title of product*

*Purpose of product (why it was undertaken and completed)*

*Whether it was created autonomously or as a collaborative project*

*The grade received and/or major comments received*

*Whether it has been revised in response to any comments*

*A brief reflection/analysis of what was learned and how it relates to the professional competencies*

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