



MS Degree Portfolio Guidelines 2001-2002

What is the portfolio?

The purpose of the portfolio is to provide you with a "capstone" experience that summarizes and pulls together what you have learned during your degree program. It also demonstrates the professional knowledge and skills you can offer potential employers. It should include only your best work. The portfolio is not just a collection of assignments completed for individual courses or simply a report of your culminating experience. Each student's portfolio should be a unique reflection of his or her professional goals and abilities. It is the culmination of your entire program and therefore it should be submitted after all coursework and your creative project or internship have been completed.

What format should be used for the portfolio?

The portfolio may be formatted electronically, print-based, or any combination of the two. The student and his/her committee chairperson should jointly agree upon the format.

The portfolio should contain the following:

Personal Statement -

Include a personal statement describing your professional goals and the type of position you expect to hold when you graduate, what the field means to you, and how this degree program has changed you professionally. It should also include a current resume, and contact information. A printed form of this portion of the portfolio should be submitted in a separate notebook or report cover that can be included in your permanent department file.

Portfolio Overview -

Include a table of contents and an overview of the contents of the portfolio establishing the goal and general theme consistent with your personal professional goals. The overview should also provide a brief description of each of the items included in the portfolio and the significance of each item to the portfolio's overall goal.

If specific instructions are needed for navigating the portfolio or describing special software and/or hardware requirements, they should also be provided in the overview.

Artifacts -

Artifacts are the actual products and/or by-products of your activities that serve as indicators of the knowledge and skills you have developed during your degree program. They should be carefully selected to demonstrate specific abilities. It is generally a good idea to include artifacts that demonstrate the six major instructional design components: analysis, design, development, production, implementation, and evaluation.

The entire artifact does not need to be included in the portfolio. Selected segments may be sufficient to represent the entire artifact. Artifacts should be presented in a manner that is attractive, efficient, and easy to understand.

Artifacts may come from a creative project, internship experiences, course projects, professional employment activities, or anything you have done connected to your current degree program. They may include instructional/training products, reports or studies, design documents, articles you have written, screen shots, etc. No matter how great an item is or how much time you spent on it, it should not be included in your portfolio unless it is relevant to your professional goals. Choose your best work!!

In addition to actual samples of your work, artifacts might also include evaluations or reviews by others that support the items included in the portfolio. These should be used sparingly and only if they add critical information to the portfolio presentation.

Annotations -

An annotation is a concise statement of the significance of an artifact. It helps guide the reviewer through the artifact by briefly describing the purpose of the artifact and critical elements you wish the reviewer to focus on.

Annotations should describe:

- Where and when the work was done.
- What conditions and constraints were in place, i.e. budget, schedules, team members/specialists, software, multimedia resources, etc.
- The scope of the overall project from which this artifact was selected.
- Your role in the development of this artifact.

Presentation of the annotation should be done in a consistent manner throughout the portfolio so that it can be easily located and distinguished from the artifact without becoming a distraction.

How should the portfolio be organized?

The organization of the portfolio should be worked out and agreed upon in advance by the student and graduate committee chair. The final organization will depend on the student's professional goals and the skills the student wishes to demonstrate through the portfolio. A few ways of organizing the portfolio include:

- categorized by type of project
- categorized by the skills demonstrated
- organized by stages in the ADDIE model
- organized by major professional goals and sub-goals
- organized by major professional development activities, e.g. courses, project, internships.
- organized by level of complexity of the project

Select a single plan and then stick with it throughout the entire portfolio.

What process should I follow in the development of my portfolio?

___1. You should begin thinking about the development of your portfolio as soon as you enter the program. Begin collecting your best work.

___2. By the end of your first semester you should meet with your committee chair to discuss your career goals and to identify specific items which might be included in your portfolio that will demonstrate competency to a potential employer.

___3. Prior to beginning your internship/creative project you should meet with your chair to gain preliminary approval for the "Personal Statement" and Portfolio Overview" materials described earlier. Additional artifacts will be identified and added during your internship/project but you should enter these experiences looking for specific opportunities to fill holes in your professional portfolio. Your chair will also need to give preliminary approval to the general design of your portfolio including layout, presentation method, annotation strategy, etc.

___4. At least 5 weeks prior to **the Graduate School's graduation deadline** you will present your chair with your portfolio for its **first review**. The chair and other members of your committee will review your portfolio for:

- clarity of presentation
- consistency and quality of your annotations
- professional craftsmanship
- general congruence between your professional goal statement and your portfolio

Requests for revision will be compiled by your chair and sent to you via email. You will have approximately two weeks to complete the requested revisions.

___5. At least 2 weeks prior to the graduation deadline you will submit your revised portfolio for **final review**. Unless there have been major problems introduced into your portfolio, the final review is simply a check to make sure the first review revisions have been made. If you do not pass the final review the committee will contact you as-soon-as-possible and give you every chance to correct any remaining problems, **but meeting graduation deadlines cannot be guaranteed**. If your revisions are satisfactory you will be notified by email prior to the graduation deadline.