



Portfolio Submission Checklist

Prerequisites

Students wishing to present their portfolios must meet these requirements:

- Ⓢ Good academic standing, i.e., minimum cumulative GPA = 3.0.
- Ⓢ Required courses completed.
- Ⓢ All incompletes completed.

Components of the Portfolio

Each portfolio must contain the following components:

- Ⓢ Statement of individual learning goals and objectives for the program
- Ⓢ Self-assessment: initial self-assessment that indicates strengths and weaknesses across the determined goals and objectives.
- Ⓢ Self-assessment: description/definition of area of specialization, with a statement of achievements to date.
- Ⓢ Self-assessment: general statement of achievement in the program, outlining how personal goals for learning have been met through coursework, internships, professional activities, and/or other extracurricular activities.
- Ⓢ Self-assessment: statement of goals for continuing education.
- Ⓢ Self-assessment: participation in professional, organizational, and other service activities.
- Ⓢ Self-assessment: statement of professional goals.
- Ⓢ Self-assessment: leadership potential.
- Ⓢ One or more examples of work from each required course.

- ② One or more examples of work from elective courses in the area of specialization.
- ② A record of the student's advising history, documenting feedback from the advisor during the master's program.
- ② A professional résumé.
- ② Other supporting documentation that the student wishes to present.

Format

Each portfolio must conform to the following guidelines:

- ② The standard format for the portfolio is digital.
- ② Complete portfolio is presented as a self-contained, easy to manipulate unit.
- ② The portfolio and all component parts are clearly labeled with the student's name and semester of presentation.
- ② Materials presented in non-paper form have paper-based instructions noting the technical support needed for presentation.
- ② All materials and examples are clearly labeled.
- ② School style manual is followed.
- ② Three copies, including presentation copy for adviser, are provided.