



## **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.

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

### **Format**

Each portfolio must conform to the following guidelines:

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