

## 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. Section breakdowns are suggested and students may organize their portfolio as most appropriate.

Section one includes personal information such as personal statement and resume. Section two features reflections on the integration of course work, practicum and graduate assistantship experiences. Section three offers evidence to support competencies. 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 Matrix  
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 demonstrates understanding of the competencies and integrates the following areas:
- Academic coursework and classroom engagement in the educational process
  - Assistantship and practical experience as it relates to the educational process
  - Personal development and transitions experienced while enrolled in the 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:
    - a. Applied Foundational Knowledge
    - b. Professional Knowledge
  - Demonstrate 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.

Suggested portfolio products for Knowledge Competencies:

- Introductory paper to lay readers. Write a paper addressed to a lay reader that introduces them to key ideas within Student Affairs.
- Research reviews. Submit a collection of article critiques reporting theory relating to your area of interest.
- Scholarly database. Prepare a database to represent the key ideas, theories, and writings of your knowledge base.
- Annotated bibliography. Document and organize the information you gather during your research.

Criteria for Faculty Review:

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

***Professional Practice Competencies***

- Demonstration of Professional Practice Competencies:
  - a. Developmental work with students
  - b. Administrative functions and processes
  - c. Managing self
  - d. Communicating
  - e. Managing people and tasks
  - f. 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.

Suggested portfolio products for Professional Practice Competencies:

- Theory paper. Write a paper wherein you propose a model or framework for analysis. Your conceptual framework should extend or improve upon existing theories in this area.
- 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.
- Application paper. Relate a theory to practitioners' needs in a defined setting.
- 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 integrating all eight competencies. Areas for reflection include:

- ❑ Each of the regular feedback assessments provided during the program.
- ❑ Personal assessments of academic and practical engagement throughout program.
- ❑ 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 character and leadership commitment to the 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.

Suggested portfolio products:

- 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 work.
- Publish an article. Write an article that presents the results of research, a review of research or theories, or information for practitioners.
- Present at a conference. Present information at a local, state, national or international conference. Include handouts and evaluations.
- Conduct training. Prepare a report describing a training workshop you conducted. Include materials used, instructional design, and evaluation.
- Teach. 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.
- Serve the profession. Prepare a report documenting service activities and reflection of learning outcomes.

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.

