

Portfolio Review Timeline for Students

First Semester:

- (August) Complete competency self-evaluation for first semester. Keep a copy for yourself and give a copy to the SAHE Graduate Assistant to distribute to advisors.
- Meet with Advisor to discuss self-evaluation of competencies and strategies for goal completion for the coming year.
- Begin work on items listed on Portfolio Preparation for Preliminary Review.

Second Semester:

- (January) Complete competency self-evaluation for second semester. Keep a copy for yourself and give a copy to the SAHE Administrative Assistant to distribute to advisors.
- Meet with Advisor to review feedback from first semester faculty and assistantship/work supervisors.
- Select your committee. The committee is comprised of your advisor, a second faculty member from within SAHE or the School of Education, and a faculty member outside of the School of Education.
- Meet with Advisor (additional committee members are not necessary at this review) to review portfolio completion thus far. You should give your advisor a copy of your portfolio to review at least a week (including a weekend) prior to your meeting.
- Meet with committee. This is considered your “Preliminary Portfolio Review.” NOTE: For this review you should increase your Competency Products to have at least 4 products discussing at least 10 competencies.
- Complete GS-6 form as required by the School of Education. Form is available online via RAMweb. Have your advisor sign off on it.
- Continue work on your portfolio with any recommendations made by your committee.

Third Semester:

- (August) Complete competency self-evaluation for third semester. Keep a copy for yourself and give a copy to the SAHE Administrative Assistant to distribute to advisors.
- Meet with Advisor to review feedback from second semester faculty and assistantship/work supervisors.
- Check that your GS-6 form has been approved by the School of Education. This information is available on RAMweb.
- Meet with Advisor (additional committee members are not necessary at this review) to review portfolio completion thus far. You should give your advisor a copy of your portfolio to review at least a week (including a weekend) prior to your meeting.
- Continue work on your portfolio with special attention to items identified by advisor and committee members.

Fourth Semester:

- (January) Complete competency self-evaluation for fourth semester. Keep a copy for yourself and give a copy to the SAHE Administrative Assistant to distribute to advisors.
- Meet with Advisor to review feedback from third semester faculty and assistantship/work supervisors.
- Meet with committee for final portfolio review. More information regarding the final evaluation will follow.
- GS-25 Application for Graduation Due - (Check Graduate School website for exact date).
- GS-24 Report of Final Examination Results Due - (Check Graduate School website for exact date).

- ⊕ Meet with committee for final portfolio review. More information regarding the final evaluation will follow.
- ⊕ February 24: GS-25 Application for Graduation Due (this exact date is for May 2006 graduates)
- ⊕ April 5: GS-24 Report of Final Examination Results Due (this exact date is for May 2006 graduates)