

Reviews of Portfolio

Semester Reviews

The student's committee will conduct reviews of the portfolio in the second and fourth semesters. An additional meeting in the third semester may be scheduled with committee based on committee preference. Successful completion of each review is required to continue. The first review constitutes the preliminary examination while the last review constitutes as the final defense.

The preliminary and semester reviews serve two main purposes:

1. **Assessment:** The preliminary and semester reviews provide benchmarks and opportunities to give feedback to graduate students about their progress. Students must make demonstrable progress in their reviews to reach the defense stage of their degree program.
2. **Personal scholarly development:** The reviews provide students with the opportunity to assess their own progress in acquiring the knowledge and skills needed to be fully competent in the field of Student Affairs.

Preliminary Review

The Preliminary Review may be scheduled after completing one semester (or nine hours) of coursework. It is highly recommended for full time students to schedule the Preliminary Review between mid-January and end of February. This will provide time for advisors and committee members to review the developing portfolio before graduating students submit their final portfolios for defense. Students must successfully complete the Preliminary Review within two semesters (eighteen hours) of admission into the program. The student is also responsible for contacting his/her advisor and convening committee for the Preliminary Review. Refer to the *Portfolio Preparation for Preliminary Review* handout for items to be included in your portfolio for the Preliminary Review.

Follow these steps in preparing for the review:

1. Prepare a statement of your professional goals and values. Reflect upon your professional preparation and the kind of role you want to play in a work setting. Develop an outline of your goals and how graduate studies help you meeting these goals.
2. Select two faculty members to serve on your committee. Two faculty members, besides your advisor, need to serve on the committee. Your choice should be based on expertise and compatibility with your educational needs. At least one faculty needs to be outside the School of Education.

Final Defense

You are ready for your final portfolio defense when you are enrolled in your final semester of the SAHE program and have met all of the portfolio criteria as specified in the *Portfolio Guidelines*.

Criteria for Evaluation

You will be evaluated on overall progress as represented by the products, reflections and integration of your portfolio. Your committee members will review your portfolio and listen for the following items:

1. Independent and original thought
2. Adequacy and appropriateness of citations and references to authors
3. Logic and coherence of reasoning and thought processes
4. Clarity and organization of writing
5. Professional presentation of material
6. Error-free products and writing
7. Development and growth appropriate to your level in the program
8. Attention to requested improvements
9. Coherence and accessibility
10. Philosophy of leadership, innovation, change, professionalism, and character