**GUIDELINES FOR PROFESSIONAL PORTFOLIO**

**Department of Family Sciences Texas Woman’s University**

**M.S. in Child Development, M.Ed. in Early Childhood Education**

The following guidelines apply to graduate students who have selected the portfolio option instead of a thesis as a final examination requirement for the master’s degree.

**Purpose of the Portfolio**

The Professional Portfolio is a selective collection of documents or materials to demonstrate growth, development, and acquisition of knowledge and skills. The Professional Portfolio provides an opportunity to integrate and articulate what you have learned in the master’s program and to demonstrate innovation and creativity. The requirement stimulates the development of a holistic view of the program and your own professional development. In addition, it is provides a method for faculty to examine what you have learned and to offer feedback.

**Chair and Members of the Review Committee**

Your faculty advisor will serve as the Chair of the Review Committee for your Professional Portfolio at the conclusion of your graduate studies. Two additional members of the faculty who approved your degree plan will serve as the Review Committee. These faculty members will examine your Professional Portfolio and certify that you have met the requirements of the TWU Graduate School final examination.

**Consultation with Advisor**

In conjunction with creating your degree plan, you will work with your advisor in formulating your professional goals. Course projects may be selected that support these goals and reflect your progress in working toward them. Expect to add Portfolio elements every semester. Depending on the pace of enrollment, this may mean adding one, two, or three elements at a time. You and your advisor will determine the appropriate timelines. Most elements in the portfolio should be finished works. However, a work in progress may also be appropriate to reflect ongoing professional development.

During your last semester before graduation, plan to enroll in a one credit individual study course with your advisor/committee chair to complete work on your portfolio.

**Required Elements of the Portfolio**

1. Title Page

2. Goals for the future

* Professional
* Academic
* Research

3. Copy of approved Degree Plan

4. Educational Vita or Resume

5. Philosophy of Child Development or Early Childhood Education

* Theories that influence your work with children and families
* Research studies that have been meaningful to you
* Professional practices that guide your decision making

6. Evidences of Competencies related to NAEYC Standards

7. Reflective Summary of your experiences

You will be required to include two evidences of competency for each of the seven NAEYC Standards. Include at least one theory paper from FS 5113 or FS 5123 and one extensive literature review as evidences of competencies. You should demonstrate scholarly skills by following [APA guidelines](http://www.apastyle.org/) for writing style, citations, and references. A brief justification should preface each selected item, indicating why the item was selected as a demonstration of competency directly related to a Standard.

**NAEYC Standards**

The revised standards are accessible on the [NAEYC website](https://www.naeyc.org/caep/standards). The full description includes key elements and supporting explanations.

1. Promoting Child Development and Learning
2. Building Family and Community Relations
3. Observing, Documenting, and Assessing to Support Young Children and Families
4. Using Developmentally Effective Approaches
5. Using Content Knowledge to Build Meaningful Curriculum
6. Becoming a Professional
7. Field Experiences

**Possible Evidences of Competencies**

1. Extensive Writing Samples reflecting critical thinking, problem solving, and scholarly writing

* Research paper
* Theory paper
* Literature review
* Curriculum (original or adapted)
* Analysis paper
* Synthesis paper
* Position paper
* Reflection paper
* Research paper or article submitted for publication in scholarly or lay press
* Other writing examples approved by your advisor

2. Short Writing Samples reflecting effective communication, critical thinking, and professional writing

* Contribution to listserv, threaded discussion, virtual chat, and other electronic discussions
* Synopsis of professional meeting or seminar attended
* Curriculum element (original work or adapted)
* Bibliography or Webliography for a specific area of study
* Transcript of an interview conducted (protect anonymity of interview subject)
* Contribution to a published Internet website
* Self-evaluation of performance in meeting a course objective
* Other writing examples approved by your advisor

3. Other Samples reflecting course work or study not otherwise represented

* Conceptual map of a course of study (e.g., Statistics, Theories)
* Outline or linear representation of progress in learning a subject (e.g., Statistics)
* Excerpts of projects (may include graphics, recordings, etc.)
* Captioned printed program or record of professional meeting or seminar attended
* Captioned report or record of participation in committee work, conferences, etc.
* Other samples approved by the advisor

**Formats**

* CD ROM
* Online portfolio development tool

Possible formats for evidences of competencies could include the following:

* Electronic Files such as Rich Text Format (.rtf) and Portable Document Format (.pdf)
* Microsoft Word, Excel
* Hyperstudio, PowerPoint, or other multimedia software presentation
* Digital photographs
* Scanned documents
* Digital video (.avi, .mpg, etc.)
* Compressed video, Video tape (VHS format), audio tape
* Multimedia presentations such as Sound, Pictures, Graphics, Video
* Animation, Hypertext
* Webpages created with an HTML editor or a word processor that support hypertext linking, or written in HTML (code)

**Technical Considerations for Portfolio Preparation**

When a choice between storage media is available, select the more durable form

An index or table of contents should be included in some form.

* First choice: splash page or clearly labeled starting page with hyperlinks to contents.
* Second choice: Logical file structure so that an on-screen display of stored files represents contents (this should include folders of related files).
* Third choice: Printed index on the inside or outside of the CD-ROM case.
* When possible, all three choices should be included.

Copyright notice should be visible on all original work. Credits to others’ work should be visible when appropriate.

References should appear in the pertinent section or page rather than a single reference list for the entire Portfolio. Prepare citations and references according to the current edition of the APA publication manual.

File names should be intuitive, such as Name-ethnography. rtf.

If contents require special viewers, include that software with the submission. You can assume the Review Committee will have the following standard viewers: Browsers for html files, Microsoft Office products, and Adobe Acrobat reader. If you are concerned about a certain version or edition of software, ask your advisor.

**Final Submission and Review**

By the 10th week of your final semester, submit the finished Portfolio (three copies) to your Review Committee members (advisor and two other faculty members). Two weeks (10 working days) should be allocated for the review process by your committee.

**Scheduling the Portfolio Presentation**

It is highly recommended that you ask your advisor to preview your portfolio (even if not completed) early in the semester. Work with your advisor in scheduling a portfolio meeting with your Review Committee following the two-week review period.

You will need to reserve a conference room and request the use of a computer and computer projector for the day and time of your presentation. Your presentation may be planned for 20 to 30 minutes. Review Committee comments and or questions will follow the presentation.

The Review Committee will make a final evaluation and the student will be informed of the decision. A certification of final examination will be signed by the Review Committee members for an approved portfolio presentation. A copy of this form will be filed in the Family Sciences Department and the original form will be forwarded to the Graduate School.

If, for some reason, the Review Committee decides that the portfolio has not been adequate, the Review Committee will recommend appropriate remediation.

**Appeals Procedure**

Students who wish to appeal a decision should follow the [student appeals process](http://www.twu.edu/academic-affairs/academic-complaints-appeals/) provided by Academic Affairs.

**Timeline for Professional Portfolio**

**First semester of course work:**

1. Meet with advisor to determine academic and professional goals

**Second semester:**

1. Select committee members
2. File degree plan
3. Begin collecting evidences of competencies based on NAEYC Standards

**Continuing semesters:**

1. Organize and maintain evidences of competencies

**Final semester:**

1. Enroll for one credit course to complete portfolio development
2. File for graduation
3. Select the format for your portfolio presentation
4. Determine your goals following graduation
5. Prepare an updated vita or resume
6. Prepare a written explanation of your philosophy
7. Match evidences of competencies with the appropriate Standards and write a brief justification for each one
8. Prepare a Table of Contents
9. Write a reflective summary of your graduate experiences
10. Meet with advisor to prepare your portfolio
11. Make adjustments and complete a thorough editing of all items
12. Meet with advisor for approval to distribute copies to Review Committee members
13. Check with Review Committee members to determine available days and times for the portfolio presentation
14. Distribute final copies of portfolio, allowing two weeks for review
15. Reserve a conference room and request the use of a computer and projector
16. Plan a 15- to 20-minute presentation, highlighting one evidence for each of the seven competencies
17. Meet with the Review Committee for a formal presentation of your Professional Portfolio
18. Ensure that all paperwork has been completed and filed