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Portfolio Requirements

Each Portfolio Must Contain the Following Sections and Materials:

Title Page

Table of Contents

Introduction

Professional Goals Statement

Current Resume

Captioned Artifacts

Summary Statement

These sections must be comprised of two types of materials: *Productions*, which are documents prepared specifically for the portfolio; and *Artifacts*, documents produced from volunteer work. For example, productions may include a professional goals statement and professional summary, while an artifact is a term paper from a class, a

- The job (name/address) or professional experience during which the product originated;
- The course (name/number) in which the artifact was created or to which course(s) the professional experience artifact relates;
- Approximate date when the product originated; and
- A rationale statement that briefly describes (in a paragraph or two) the artifact, elaborates on demonstrated competencies, states why it is included, reflects on what was learned from the experience represented by this artifact, and whether it was developed individually or as a member of a team.

Note: This is an opportunity for you to frankly state your strengths and to share your demonstrated successes. Keep in mind, however, the limitations of the artifacts and cite only those competencies that the artifacts clearly document.

Example Caption: A student is using a budget analysis from class as an artifact. The paper received a grade of A, with glowing comments from the professor. The caption might note that the artifact demonstrates:

- Ability to understand and analyze a budget;
- Ability to analyze quantitative data;
- Capacity to conduct interviews (you interviewed the budget director and mayor);
- Knowledge of the literature on budgeting (you cited 15 sources);
- Capacity to bring information from numerous sources to bear on a particular subject (as evidenced by your discussion of H.R. impacts of budget cuts);
- Excellence in written communication (the paper was flawlessly written);
- Skill at presenting data graphically (as evidenced by

Summary Statement

Provide a summary statement of no more than one page that ties the portfolio together. The summary should indicate why the collection of artifacts provides a good representative overview of current, professional development.

Portfolio Review and Presentation

A student completing the portfolio as part of the requirements for PADM 7900 and PADM 7210 must submit the portfolio to the course instructor no later than the

submission deadline stated in the syllabus. The portfolio must be user-friendly. Access to the contents should be simple and straightforward. The final document must be in PDF format and flow in sequence. The portfolio must be presented to the instructor in the MPA program in a timely and professional manner, must include all required materials, and must be prepared and presented according to the written guidelines in the Professional Portfolio Guidelines. Any

Portfolio Tips

- Start work on your portfolio early! Past portfolio developers note that the effort has taken them much more time than they initially expected.
- Make your portfolio a unique document that represents you as well as your skills, knowledge, and experience. The portfolio checklist includes some general characteristics of good portfolios that may help you to plan and evaluate your own document.
- Seek feedback

