

## **Elements of a Professional Portfolio**

During your time at Delta State, you will maintain a professional portfolio that documents your work. You will begin this portfolio during SSC 101, and should keep it updated as you progress through your degree program. During your last semester before graduation, in SSC 499, you will learn how to create useful portfolios for specific purposes, and you will submit an assessment portfolio which is required for graduation.

### ***Purpose of the Professional Portfolio***

The professional portfolio is a workbook that documents your activities and accomplishments. The portfolio that you will compile at DSU serves two purposes:

- (1) It provides evidence of your abilities, skills, knowledge, and accomplishments, and is useful to you in your job search and on-going professional development;
- (2) It shows your growth over your time at DSU, and is useful to the Division of Social Sciences in evaluating and assessing our programs.

### ***Compiling a Portfolio:***

In compiling your portfolio, you should keep most or all of the work that you do at DSU, such as course papers, writing assignments, projects, exams, practical projects, and the like. You should also keep any evaluations you get from instructors, your advisor, or others, and evidence of awards and honors you receive. You may also want to keep evidence of work experience, athletics, student activities, and other things you do. When you prepare the assessment portfolio at the end of your studies, you will select representative examples of your work. You do not have to include only the best work, rather, you should select a variety of types of work to include.

### ***The following should be included in a complete Professional Portfolio:***

#### **Title Page**

In addition to the title, this page should indicate the name of the student, the degree program and degree sought, and the dates of attendance at DSU

#### **Table of Contents**

#### **Résumé**

If you do not have a résumé, you will learn how to prepare one in SSC 499.

#### **Biographical Essay**

You will prepare a biographical essay in SSC 101. In a brief (1–2 page) essay, tell about your background.

#### **Statement of Purpose**

You will complete the Statement of Purpose in SSC 101. In a brief (1-2 page) narrative, explain what you hope to accomplish in your studies at DSU.

#### **Statement of Values**

You will also complete a Statement of Values in SSC 101. In a brief (1-2 page) essay, state what you believe you value, what you think is important, what going to college means to you and the role that your values will play in your education.

### **Preferred Learning Style**

You will prepare an essay on your preferred learning style in SSC 101. In a brief (1-2 page) narrative, explain how you prefer to learn, what conditions are most conducive to you learning, and what types of information you are most likely to remember.

### **Coursework**

Your portfolio should include representative examples of the work you complete in your courses at DSU. You should keep copies of all of your work, and definitely have copies of the work you do in Social Sciences courses. Examples of work you should keep include argumentative papers, reflective papers, analytical research papers, informal/in-class writing, quizzes and exams, book reviews, research proposals and practical projects.

### **Awards and Honors**

Keep evidence of any awards and honors you receive during your time at DSU, including academic recognition, dean's list, honor societies, community recognition, and awards for extra-curricular activities such as sports or music.

### **Scholarships/Fellowships**

Keep information on any scholarships or fellowships you receive, particularly those that are given for academic achievement.

### **Professional Experience**

Keep evidence of professional experiences you have during your time at Delta State, including internships, teaching experience, and other work experience carried out in conjunction with your studies, including promotions and other benefits stemming from your education.

### **Extra Curricular Activities**

Maintain evidence of participation in outside activities that pertain to your professional development, such as participation in academic conferences, participation and leadership in student organizations, athletics, musical groups, student government and the like.

### **Evaluations**

Keep evidence of any evaluations you receive from your instructors, your advisor, or other supervisors. It is a good idea to solicit evaluations periodically to document your progress. You may also want to sit down and write a self-evaluation periodically; keep these, and note the date that you prepare this document.