

Elements of a Student Portfolio

All students who complete a major in the Division of Social Sciences are required to submit a portfolio of their work prior to graduation. You cannot graduate with a degree in Social Sciences until you turn in a portfolio.

Compiling a Student Portfolio:

The first task in preparing a portfolio is to retain the necessary papers and other work that you will submit with your portfolio. Each semester, you should keep copies of all of the important work that you do, such as course papers, writing assignments, projects, and the like. Have a notebook where you keep all of these papers. For each item, make sure to note the date and circumstances under which you prepared it, e.g. the course and instructor if it was prepared as a course assignment. Save a copy of the assignment as well.

The second task is to complete the necessary reflective papers at the end of each semester. The various papers are described below, and it is your responsibility to make sure that you complete them in a timely fashion.

In SSC 101, you will meet with your advisor, and prepare a plan for your portfolio. During pre-registration each semester, you should visit your advisor. Bring your portfolio with you to this meeting. Make sure you are keeping up with the work that you will need in order to complete your portfolio before graduation.

Elements of Your Portfolio:

The following should be included in a complete student 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

List each item in the portfolio independently.

Résumé

Follow a standard format, and present a professional résumé of your academic and professional experience.

Statement of Purpose

In a brief (1-2 page) narrative, explain what you hope to accomplish in your studies at DSU, and in your professional career. You will complete this during SSC 101, and you should retain this version and submit it in your final portfolio. If you update your statement of purpose, keep the older copies as a record of how your purpose has changed over the course of your studies, and submit the SSC 101 copy and the most recent copy in your final portfolio.

Bio Statement

Briefly (1-2 pages) describe your biography, highlighting the most significant achievements and activities in your life.

Statement of Values

Prepare a brief (1-2 page) essay in which you express your values, what you think is important, and the role that your values will play in your education. Prepare a similar statement at the end of your studies, and include both in your portfolio as a record of the effect of education on your values.

Coursework

Include representative examples of the work you have completed in your courses at DSU. You should include at least two works from each year, and you should aim to provide a variety of different types of work, including but not limited to:

Argumentative Paper
Reflective Paper
Analytical Research Paper
Informal/In-class Writing
Book Review
Practical Project

In addition, you should include at least one work from each semester at DSU.

Communications and Critical Thinking

Prepare a reflective essay that illustrates your ability to think critically and respond effectively to an issue in your field in oral or written communication. You should prepare this essay sometime during your junior or senior year, and include it in your portfolio.

Extra Curricular Activities

Include 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 and artistic organizations, honor societies, and community service organizations.

Evaluations

Include examples of evaluations, including some of the following:

Evaluations of your work from instructors and your advisor.

A reflective essay that you prepare at the end of each course, in which you state what you think are the most important things you learned in that class, and how the course fits into the program as a whole.

An evaluation of the quality of each course, including the value of the material covered and the quality of instruction by the professor; Include suggestions for changes and improvement.

A self-evaluation at the end of each academic year, in which you reflect on how well you did, how hard you tried, your progress in the program, the important concepts and terminology that you acquired, and your plans for the following academic year, including ideas of how you can improve your work and engagement in your program.

An evaluation of how extra-curricular programs contributed to, advanced, or detracted from your studies.

An evaluation of the Social Sciences Division as a whole and of the degree program that you completed, to be written at the end of your studies.

Submitting the Final Portfolio

You will complete and submit a portfolio when you take SSC 499 prior to graduation. The final version that you submit will contain highlights of your work; however, you must compile this work along the way so you will have it to draw on in preparing your final portfolio. You should retain all of the materials, as they will be useful in preparing sample portfolios when looking for jobs, seeking grants or raises, or other purposes. You do not have to include only the best work, rather, you should select a variety of types of work to include.