

Elements of a Student Portfolio

Compiling a Student Portfolio:

In compiling your portfolio, you should keep most or all of the important work that you do at DSU, such as course papers, writing assignments, projects, and the like. When you sit down to prepare the portfolio at the end of your studies, you should select the most 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 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. If you update this, keep the older copies as a record of how your purpose has changed over the course of your studies

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

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,

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, 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