

# NC State - Learning Design and Technology

## MASTERS PORTFOLIO GUIDELINES

*Students! Please read these procedures carefully. It is your responsibility to adhere to these procedures, to keep track of your progress, and to initiate any contact with your advisor as indicated in the document below!*

## Purpose

The purpose of this portfolio is to have you reflect upon the competencies you have acquired as a student in Learning, Design, And Technology Master's program and to have you prepare a portfolio of your work in which you demonstrate the skills and abilities that you are taking with you in the job market. In addition, the purpose of the portfolio is to promote extended discussions between you and your advisor with regard to your career plans.

The portfolio also serves as a capstone project that you will complete as part of the program. Your task is to prepare a portfolio consisting of some of the products that you have produced in the program and in other settings. These products will serve as evidence of your capabilities as you look for future employment.

The LDT program will not provide you with a portfolio template to follow, however we do provide examples of previous students' portfolios. The portfolio is not simply a record of the work you did in the LDT program. Neither should you assemble your portfolio as a plain chronology of your coursework in the program. Your portfolio must be unique to you and your professional goals – one of the key evaluation criteria of the portfolio will be the degree to which it supports your statement of professional goals.

## Components

Your Master's portfolio submission will consist of two parts. Part I will include your Goals Statement, Plan of Work, and Résumé (or CV). The target audience for these documents are faculty members who will review your portfolio. Part II will include your portfolio with select artifacts and annotations that demonstrate your skills and abilities to a future employer.

### I Goals Statement, Program of Study and Résumé

1. **Goals Statement** – a goals statement describing specifically the kind of position you expect to hold when you graduate. The goals statement should be specific and thorough

enough to explain to your advisor and to other reviewers of the portfolio how the portfolio is going to be used and what it is trying to convey. This will likely be a different goals statement than the one you might show a prospective or current employer.

Your goals statement should begin with a brief overview statement of your desired employment, key skill areas required, and a self-assessment of the extent to which you have mastered these skill areas. The introductory statement should then be followed by a detailed description of how the artifacts included in the portfolio serve as evidence of your skills. For each skill area, you should identify (a) the skill, (b) the related artifacts in the portfolio that serve as evidence of the skill, and (c) how the artifact illustrates the purported skill. In your description, you should emphasize the reasons why you think the artifact is a good illustration that you have mastered a skill. Close alignment between your professional goals, key skill areas, and relevant portfolio artifacts will be the key criterion the reviewers will use for evaluating your portfolio.

2. **Résumé** – a résumé that includes a summary of your education, work experience, noteworthy projects, presentations, publications, professional affiliations, and other such items commonly found in professional résumés. The format of your résumé will depend on the nature of your desired future employment. Applications for professional jobs typically require one-page synopsis of your education and relevant experience. Yet, if you intend to continue your studies in a doctoral program and pursue an academic position, your résumé will include a more detailed employment history, publications, conference presentations, etc. Consult your advisor for advice regarding the most appropriate format.

3. **Program of Study** – a list of all courses (titles, course numbers, instructor, institution, date completed) that comprise your Master's level preparation (this includes courses for which you have received transfer credit). Your course list should show that you are in your last semester before graduation. The course list should be presented in an organized and easy-to-follow manner indicating the required courses and courses in your emphasis area, if any. The Program of Study should also include information about certificates you may have obtained while in the program and courses that you have taken to fulfill certificate requirements.

## II Portfolio

The portfolio will serve as a demonstration of your skills and abilities to future employers. The portfolio should be a stand-alone document without any references to the Goals Statement or other materials you may submit to program faculty as part of ECI 652. Your portfolio should include the following components:

1. **Executive Overview of the Portfolio** – a one or two page summary of what the reader will find in the portfolio. This is the cover page of your portfolio that should describe to the reader both your key areas of strength and as well as organization of the portfolio.

2. **Artifacts** – a set of products resulting from your work related to your program. These can include products resulting from your courses, internship, assistantships, or employment in which

you have applied the concepts and skills from your studies. You may have created these products in a team or alone. Each example should:

**Provide objective evidence of your skills**

Actual samples of your work are the best evidence you can provide of your skills. You may include information about rewards or endorsements but these should be used sparingly.

**Demonstrate skills appropriate for your professional goals**

If you want to work primarily in leadership or performance improvement areas, your portfolio samples should not be primarily screenshots. Instead, you may want to include executive summaries from various types of reports or studies, project management documents, etc.

**Present your work efficiently and effectively**

The portfolio should not be a huge collection of all products you have ever produced. Rather you should select excerpts that demonstrate salient features of the larger works. Your portfolio should be presented in such a way that in half an hour a reader could get a good sense of who you are.

Choose only work that is relevant to your professional goals. Of all relevant artifacts, choose your best work. Whenever possible, include only a brief excerpt or sample pages of your work rather than the entire product. Excerpts or sample pages should be accompanied by a description of what they signify. Do not reformat all your artifacts into a similar style or reformat them into a consistent template. When you do that, you lose their authentic quality. Put your efforts at consistency into the annotation portions of your portfolio and show your artifacts in their original form.

You should begin assembling artifacts from the moment you enter the program. Yet, do not choose anything for the portfolio until you have created your goals statement.

3. **Annotations** - brief explanations for each artifact that provides a complete picture of where it came from and what it signifies regarding your capabilities. When your annotation is well done, the viewer of the portfolio gets a complete picture of where the artifact came from, and what it signifies regarding your capabilities. Annotation for each artifact should cover the types of information listed in the table below, but does not have to take the form shown here.

**Context**

- Where and when was the work done?
- Was it a class project? A professional consulting project?  
A project completed during an internship?

**Conditions**

- Did you have access to specialists for parts of the project?
- Did you work within a budget? A limited schedule?
- Did you inherit this project from someone else?
- Was the content or the analysis provided at the beginning?
- Were the graphics adapted from elsewhere or created as original material?

**Scope**

- Was this a prototype? Draft? Proposal? A revision of existing material?
- Did the project go to completion?
- Was it developed further after you worked on it?
- Was the version you worked on the one that was finally delivered?
- Was your analysis used to inform another project?
- How many people used it or are using it now?

**Role**

- Did you have a designated role on the project?
- What were your major contributions?
- Did you work collaboratively? On which parts?
- Did your role change during the project?

Present the annotations consistently throughout the portfolio so that they are easy to find. Using a similar format helps distinguish the annotations from the rest of the portfolio's contents, and establish a baseline "look" for the portfolio.

These components should be developed and presented in a professional manner suitable for use in job applications and interviews. Not only should you select only your best work in the portfolio but also put significant effort into formatting and organizing your portfolio so that it looks visually appealing and tells a “persuasive story” about your strengths and abilities. Give serious thought to how you will organize the portfolio. You may want to group the artifacts by major skill areas they represent or in some other meaningful way. Consider using web templates to make it easier for the reader to navigate the portfolio.

The portfolio should be submitted as a web-based, or other type of digital format.

## Development and Portfolio Review Process

The portfolio requirement is both a “capstone” experience that requires you to synthesize what you have learned in the program and an ongoing process of reflection that begins when you enter the LDT program. Follow these steps to develop your portfolio:

**Beginning of First Semester in Program:** Meet with your advisor, program coordinator, or instructor of ECI 511 for an initial discussion of your professional goals and portfolio requirements. Discuss with your advisor and create a list of the competencies typically expected of graduates in our field, and how these competencies relate to your professional goals. Use the competency list throughout the program as a self-assessment and planning tool regarding skills you should still acquire. You will develop an outline of your portfolio in ECI 511.

**Half-Way Through the Program** (upon completion of about 15 credits of coursework): Meet with your advisor or the program coordinator for a discussion of your professional goals and an initial discussion of potential artifacts to include in your portfolio. Use the competency list throughout the program as a self-assessment and planning tool regarding skills you should still acquire.

**Shortly Before Last Semester in Program:** Develop a draft portfolio, goals statement, program of study and résumé for submission to the faculty member teaching ECI 652.

### **Last Semester in Program:**

- At the beginning of semester, sign up for ECI 652 with Dr. McKeown.
- During the first week of that semester, submit to Dr. McKeown a draft portfolio that includes: a draft goals statement, resume, artifacts (or a description of artifacts still to be created), and related annotations. She will review the draft portfolio and will provide feedback.

- Several weeks prior to the end of that semester (typically around 10<sup>th</sup> week of the semester), submit your final portfolio to Dr. McKeown. You receive feedback on the portfolio within two weeks giving time for revisions if necessary.

Use the **LDT Master's Portfolio Student Checklist** enclosed at the end of the document to keep track of your progress, and to initiate contact with your advisor as necessary. Your advisor and the portfolio evaluation committee will evaluate your portfolio for:

- The quality and thoroughness of your goals statement.
- The general congruence between your portfolio and your goals statement.
- The extent to which you have identified artifacts that are appropriate indicators of specific competencies.
- The extent to which you have included artifacts/excerpts that succinctly illustrate relevant skills.
- The quality and consistency of your annotations indicating how artifacts included in your portfolio (and/or your efforts in creating them) serve to demonstrate specific competencies.
- The overall quality of your portfolio, in terms of organization, professional appearance, and writing style.

The products in your portfolio will not be evaluated. They have already been evaluated in your various classes or your internship or assistantship.

The final assessment of your portfolio will be pass, not-yet-passing, or fail. It is possible to fail completely, but this is an exceptional outcome. Students with the capability of completing all of the coursework for the Master's program have the ability to pass this requirement. However, less than high-quality work might delay graduation if the result is not-yet-passing, because revisions to the portfolio will be required. If the revisions cannot be completed in the semester for which the student signed up for the exam, the reevaluation will take place during the next regularly scheduled section of ECI 652, usually in the next semester.

## LDT Master's Portfolio Student Checklist

*Use this checklist to keep track of your progress on the LDT Master's Portfolio and to complete the required procedures. Bring this checklist to every meeting with your advisor when you discuss your progress in the program. Record the date of the meeting/submission and key outcomes in the checklist.*

| Purpose  | Suggested Time                                   | Date Completed | Notes |
|--|--|----------------|-------|
| Initial discussion of portfolio requirements   | Beginning of 1 <sup>st</sup> semester in ECI 511 |                |       |
| Discussion professional goals and initial artifacts.<br>Plan remaining program of work/extra-curricular activities | Half-way through the program (~ 15 credits)      |                |       |
| Develop draft portfolio, goals statement, résumé   | Shortly before last semester                     |                |       |
| Sign up for ECI 652  | Last semester                                    |                |       |
| Submit draft portfolio to Dr. McKeown for review   | Beginning of last semester                       |                |       |
| Receive feedback on draft  | Within two weeks of submission of draft          |                |       |
| Submit final portfolio to Dr. McKeown  | ~ 10 <sup>th</sup> week of last semester         |                |       |

