Guidelines for Professional Portfolio

M.S. in Family Studies
Department of Family Sciences
Texas Woman's University

The following guidelines apply to students who have not completed the thesis or professional paper requirement for the M.S. in Family Studies as of December 13, 2002.

Purpose of the Portfolio

The Professional Portfolio is a selective collection of electronic documents or materials to demonstrate growth, development, and acquisition of knowledge and skills. The Professional Portfolio is an opportunity to integrate and articulate what you have learned in the program and to demonstrate your innovation and creativity. The requirement stimulates your development of a holistic view of the program and your own professional development. In addition, it is a way for faculty to examine what you have learned and to provide you with feedback.

Consultation with Advisor

In conjunction with creating your degree plan, you will work with your advisor in formulating your professional goals. Course projects may be selected that support these goals and reflect your progress in working toward them.

Expect to add Portfolio elements every semester. Depending on the pace of course enrollment, this may mean adding one, two, or three elements at a time. You and your advisor will determine the appropriate timeline.

Most elements in the Portfolio should be finished works. However, a work in progress may also be appropriate to reflect ongoing professional development. Consult your Advisor about elements that you intend to submit as works in progress.

Possible Formats of Portfolio

Electronic files such as Rich Text Format (.rtf), Portable Document Format (.pdf)
Other electronic files that are widely used (such as Microsoft Word and Excel files)
Hyperstudio, PowerPoint, or other slide show or multimedia software presentation
Digital photographs
Scanned documents
Digital video (files types such as .avi, .mpg, etc.)
Compressed video, Video tape (VHS format), audio tape
Multimedia presentations may include:
     Sound
     Pictures, graphics
     Video
     Animation
     Hypertext
Webpages created with an HTML editor or a word processor that support hypertext
     linking, or written in HTML (code).

Required Elements of the Portfolio

Title page
Goals: professional, academic, and research
Copy of approved degree plan
Educational vita/resume
Philosophy of Family Sciences
Evidences of competency in Family Studies

Students will be required to include evidences in the six Competency Areas listed below. (The 10 CFLE substance areas are grouped within these 6 competency areas.) At least 3 evidences included must demonstrate scholarly writing.

Competency Area 1:
Families in Society (FS 5123, FS 5153)
Internal Dynamics of Families (FS 5233, FS 5573)
Interpersonal Relationships (FS 5233)
Competency Area 2:
Human Growth and Development (FS 5003, FS 5243)
Human Sexuality (FS 5023, FS 5253)
Competency Area 3:
Family Resource Management (FS 5833, FS 5803, FS 5103, FS 5713)
Competency Area 4:
Family Law and Public Policy (FS 5823, FS 5133)
Competency Area 5:
Parent Education and Guidance (FS 5533)
Family Life Education Methodology (FS 5843, FS 5663)
Competency Area 6:
Research (FS 5903 Statistics, FS 5693)

Possible Evidences for Inclusion

Extensive Writing Samples reflecting critical thinking, problem solving, scholarly writing
Research paper
Literature review
Curriculum (original or adapted)
Analysis paper
Synthesis paper
Position paper
Reflection paper
Research paper or article submitted for publication in scholarly or lay press
Other writing examples approved by your Advisor

Short Writing Samples reflecting effective communication, critical thinking, professional writing
Contribution to listserv, threaded discussion, and other electronic discussion
Synopsis of professional meeting or seminar attended
Curriculum element (original work or adapted)
Bibliography or Webliography for a specific area of study
Transcript of an interview conducted (protect anonymity of interview subject)
Contribution to a published Internet website

Self-evaluation of performance in meeting a course objective
Other writing examples approved by your Advisor

Other Samples reflecting course work or study not otherwise easily represented
Conceptual map of a course of study (e.g., Statistics, Theories)
Outline or linear representation of progress in learning a subject (e.g., Statistics)
Excerpts of projects (may include graphics, recordings, etc.)
Captioned printed program or record of professional meeting or seminar attended
Captioned report or record of participation in committee work, conferences, etc.
Other samples approved by the Advisor

Technical Considerations

When a choice between storage media is available, select the more durable form (for example, a choice of CD-ROM is appropriate over floppy diskette).

An index or table of contents should be included in some form. (First choice: splash page or clearly labeled starting page with hyperlinks to contents. Second choice: Logical file structure so that an on-screen display of stored files represents contents (this should include folders of related files). Third choice: Printed index on the inside or outside of the CD-ROM case. When possible, all three choices should be included.)

Copyright notice should be visible on all original work. Credits to others' work should be visible when appropriate.

References should appear in the pertinent section or page rather than a single reference list for the entire Portfolio. Prepare references according to the current edition of the APA. In some electronic files, hanging indents for references may be difficult to produce. If this is the case for you, replace that style with type set flush left (no indents); use the new style consistently throughout your Portfolio.

File names should be intuitive, such as Name-ethnography.rtf .

Final Submission and Evaluation

By the 8th week of your final semester, submit the finished Portfolio (3 copies) on CD-ROMs to your advisor.

If contents require special viewers, include that software with the submission.

Standard viewers that you can assume faculty will have include the following: browsers for html files, Microsoft Office products, Adobe Acrobat Reader. If you are concerned about a certain version or edition of software, ask your advisor.

It is highly recommended that you ask your Advisor to preview your Portfolio (even if not completed) early in the semester.

Scheduling the Portfolio Presentation

At the start of your final semester, with your advisor, schedule your presentation before to at least 2 of your faculty committee members.

Your presentation may be planned for 20 to 30 minutes; on campus or by distance presentation. Comments and questions from the faculty will follow.

Evaluation

After the public presentation, the faculty will make a final evaluation, and the student will be informed of the decision within 2 weeks. If, for some reason, the faculty decides that the portfolio has not been adequate, the faculty will recommend appropriate remediation.

Appeals Procedure

The review procedures for all student appeals are outlined in the TWU Graduate Catalogue. The following information summarizes these policies.

It is the expectation of the University that students will follow the appeal procedure to completion before seeking external consideration of complaint. Questions are initially considered by the student's current advisory committee. Decisions of the student's committee may be reviewed by an ad hoc committee within the academic department and/or an ad hoc committee of the Graduate Faculty.

A graduate student may seek review of a decision by submitting, within 30 days of notification of the final decision, a written request to the Dean of the Graduate School, who may appoint an ad hoc committee to hear the appeal for the student and submit a report. The student receives timely written notice of the appeal hearing and has the opportunity to appear before the committee and make a statement.

If additional review is desired following the appeal before the ad hoc committee, the student, within 10 days, may request in writing a review by the Vice President for Academic Affairs.