

# Evaluation Form for Qualifying Examination: Portfolio

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**Item Selection:** In preparing the portfolio, students should carefully select items to be included in each of the 5 sections, particularly Scholarly Writing, Presentations, and Creative Works. Each section outlines a minimum and maximum number of items for that section. The total number of items included in the portfolio should be no less than 12 and no greater than 18.

**Rating Scale:** Each item in the portfolio will be rated on the following scale:

- (0) Unacceptable; item is either missing or does not meet the standards outlined for that item
- (2) Meets standards; item meets the standards of performance required for that item
- (4) Exceed standards; item exceeds the standards of performance required for that item

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## A) Curriculum Vitae/Resume

Requirements:

Provide your current CV  
Document should address but is not limited to contact information, education, professional experience, research interests, honors and awards, publications, and professional & civic activities

Standards:

Organized logically and is visually attractive  
Highlights or emphasizes key information  
Articulated concisely and accurately  
Includes accomplishments that are consistent with student's goals  
Demonstrates student's participation in leadership and service, as well as educational activities

Unacceptable (0)       Meets Standards (2)       Exceeds Standards (4)      **Section A Total:**

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## B) Professional Overview (Reflective Introduction)

Requirements:

Provide a 2-page professional overview of and introduction to the contents of the portfolio  
Include reflection on intellectual growth, scholarly/research interests, and professional goals.

Standards:

Reflects on, describes and documents student's intellectual and professional growth  
Demonstrates the maturity and development it intends to describe  
Outlines the student's research interests and professional goals  
Relates portfolio contents to student's research interests and goals  
Organized logically and developed fully  
Addresses an appropriate scholarly audience  
Adheres accurately to conventions of writing and documentation

Unacceptable (0)       Meets Standards (2)       Exceeds Standards (4)      **Section B Total:**

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## C) Scholarly Writing

Requirements:

Include a minimum of 6 and a maximum of 10 examples of scholarly writing  
At least 2 examples must be published or accepted for publication:  
    One in a state or regional peer-reviewed journal  
    One in a national or international peer-review journal  
All examples must be formatted and documented according to APA guidelines or those of the accepted publication.

**Standards:**

- Fulfills its intended purpose (argue, compare, review, analyze)
- Contributes to student's research agenda
- Reflects an understanding of foundations of the discipline
- Based soundly on applicable theoretical framework(s)
- Supported adequately with accurate and reliable evidence
- Organized logically and developed fully
- Addresses an appropriate scholarly audience
- Adheres accurately to conventions of writing and documentation

**Additional Standards for published works:**

- Published (or accepted for publication) in a quality journal, magazine, or refereed online journal
- Contributed as first, second, or third author

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 1 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 2 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 3 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 4 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 5 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 6 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 7 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 8 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 9 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 10 Total: <input type="text"/>
			<b>Section C Total:</b> <input type="text"/>

**D) Professional Presentations**

**Requirements:**

- Provide record of at least 2, but no more than 5, presentations for professional associations
- At least one must be from presentation at a national or international conference.
- Selection as a result of a competitive process for all presentations is recommended

**Standards:**

- Presented at a conference of appropriate caliber (see requirements above) and relevance
- Contributed as first, second, or third presenter
- Fulfills its intended purpose (argue, compare, review, analyze)
- Contributes to student's research agenda
- Reflects an understanding of foundations of the discipline
- Based soundly on applicable theoretical framework(s)
- Supported adequately with accurate and reliable evidence
- Organized logically and developed fully
- Addresses an appropriate scholarly audience

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 1 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 2 Total: <input type="text"/>

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 3 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 4 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 5 Total: <input type="text"/>
			<b>Section D Total:</b> <input type="text"/>

## E) Technology-based Creative Works

### Requirements:

Include at least 2, but no more than 5, technology-based creative projects  
 Projects must demonstrate commercial-quality creative effort  
 Example projects: CBT training programs, research simulations, websites, software products.

### Standards:

Contributed as first, second, or third developer  
 Fulfills a unique purpose (instructional, organizational, analytical/research)  
 Addresses an established need (of a group, organization, target audience)  
 Contributes to student's research agenda  
 Reflects an understanding of foundations of the discipline  
 Based soundly on applicable theoretical framework(s)  
 Demonstrates high quality in design and implementation

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 1 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 2 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 3 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 4 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 5 Total: <input type="text"/>
			<b>Section E Total:</b> <input type="text"/>

## Grand Total

A \_\_\_\_\_ + B \_\_\_\_\_ + C \_\_\_\_\_ + D \_\_\_\_\_ + E \_\_\_\_\_ = \_\_\_\_\_

Complete  Incomplete      Date: \_\_\_\_\_

A minimum score of 2 points per section is required. A grand total score of 30 will constitute a "Complete."

## Summative Comments

**Areas of personal strength**

**Areas for further improvement**