

SAFHS Student Portfolio Guidelines

Careful attention to SAFHS Student Portfolio guidelines will ensure that each student establishes a successful and meaningful Portfolio. This valuable tool allows students to review the skills and competencies developed during their undergraduate career. The Portfolio contains four sections which should be separated and labeled by personally-designed or commercially-purchased dividers. Students are responsible for the Portfolio's development and presentation to the Senior Seminar course according to the requirements of that course.

Section 1: Student Identification and Self-Assessment

Items in Section 1 will establish who the student is and the students' level of academic progress through the curriculum at the time that the Portfolio is submitted to Senior Seminar. The Student Release Form (Form 1), if signed, will allow exemplary materials from your Portfolio to be copied and used as a model for other students who will develop Portfolios in the future.

Freshman and senior résumés, freshman philosophy of education and student transcript, including the semester that Senior Seminar is taken, will be included in Section 1. Form 5 for the freshman résumé and philosophy of education and Form 6 for the senior résumé will also be included in this section.

The undergraduate Portfolio project allows students to demonstrate skills and competencies developed over time and experience at the University of Arkansas at Pine Bluff School of Agriculture, Fisheries and Human Sciences. A comprehensive education includes academic, professional, personal and social experiences that shape the development of students. Reflecting and drawing connections among experiences and achievements will help illustrate student growth as professionals and individuals.

Self-Assessment Essay

Answer the following questions using examples from items you submitted in your Portfolio. Your essay of 350-500 words should be typed and included in Section I of the Portfolio.

- How have you grown academically, professionally and socially as a result of your undergraduate experience?
- What significant academic and/or professional events shaped your undergraduate experience?

Items required for the completion of Section 1 are:

- Student Release Form (Form 1)
- Freshman résumé and Form 5
- Freshman Philosophy of Education

- Senior résumé and Form 6
- Senior Philosophy of Education
- Current transcript
- Student assessment essay

Section 2: Curriculum

Course-based projects are aligned within the curriculum to meet the 10 SAFHS curricula goals for undergraduate education. Each student will have the opportunity to master the skills and competencies associated with each SAFHS goal. Curriculum or course-based projects that may be submitted to the Portfolio are described in each course syllabi and are required as a component of that course. A list of Portfolio projects from your curriculum is included in this Portfolio notebook. Each project submitted consists of the required documents as described by the course project and the completed Submission Cover Sheet (Form 2).

Students have the opportunity to submit examples of their best work from the list of all projects. They are required to include a minimum of four course-based projects in addition to the Senior Seminar project in the Portfolio. Student Portfolios are submitted for final evaluation as required in the Senior Seminar course. Selection of the four projects for submission should represent four different SAFHS curricula goals.

Items required for the completion of Section 2 are:

- Summary list of Portfolio projects
- Four course-based Portfolio projects
- Project cover sheet for each project (Form 2)

Section 3: Professional Development

Section 3 of the Portfolio documents student participation in professional development activities. These activities strengthen and broaden your academic experience, make you more marketable as a graduate, and allow you to develop workplace skills. All SAFHS students are encouraged to pursue structured professional experiences through internship, cooperative education and work experience. Other less structured professional experiences may include participation in degree-related meetings, clubs and conferences.

Professional experiences will have the greatest impact on your development if you take time to reflect upon the experiences and relate them to your academic and professional career. Students are required to summarize their professional development experiences by completing the Section 3 Summary Form (Form 3) and including it at the beginning of Section 3 of the Portfolio.

Documentation of professional development may include:

- Summary form (Form 3)
- Internship reports
- Mentor evaluations
- Research reports
- Oral/written presentations
- Professional certificates

Section 4: Personal and Social Development

Section 4 of the Portfolio documents student participation in personal and social activities that compliment undergraduate education. The purpose of education is to develop the whole student including academic achievement, personal development and civic responsibility.

SAFHS students who engage in various personal and social activities on and off campus benefit from the full impact of a college education. Experiences documented in Section 4 of the Portfolio will demonstrate students' development of social values and attitudes toward the world in which they live.

Students involved in personal and social development activities are required to summarize and reflect on their importance to the individual and his or her personal development by completing the Section 4 Summary Form (Form 4) and including it at the beginning of Section 4 of the Portfolio.

Documentation for these activities may include:

- Summary form (Form 4)
- Extracurricular activities
- Leadership experiences
- Community/volunteer experiences
- Awards