

Portfolio Examination Guidelines for the Master's Degree
Department of Instructional Technology
The University of Georgia

Purpose

The examination for the Masters degree in Instructional Technology shall consist of a Portfolio followed by an Oral presentation by the Masters candidate.

The purpose of the *Portfolio and defense* is to provide an opportunity for Masters candidates to present a record of themselves to the Department of Instructional Technology faculty for critical assessment. The *Portfolio* is a compilation of documents and other materials that represent the candidate's competence at the Master's level. It is an integral part of the preparation for the oral examination at the end of the student's graduate program. Students are strongly encouraged to submit electronic portfolios.

Guidelines about *Portfolio* content

- The *Portfolio* should begin with the Portfolio Cover Sheet. The Portfolio Cover Sheet is included with this handout. The advisor signs the cover sheet upon determining that the portfolio is complete and presented in a form suitable for review by the committee.
- The *Portfolio* should have the contents specified in the cover sheet.
- The autobiographical statement should address the following:
 - student education background
 - work experience
 - goals for program
 - unique, interesting, or unusual characteristics
 - objectives for program
 - work completed during program that fulfilled goals and objectives
(including events, projects, or written work, and how these met goals)
 - professional objectives for the future
 - how program met those professional objectives
 - personal vision and philosophy related to the field
- The *Portfolio* is meant to demonstrate mastery within the program. It is designed to assess what the student has learned within Instructional Technology and to measure his or her competence in three themes of choice from the following list, as evidenced by a suitable number of items under each theme which reflect the student's professional growth and ability.
 - Instructional design and development
 - Information technologies
 - Theory
 - Philosophy
 - Research methods
 - Management
 - Curriculum
 - Media design and development
 - Methodologies
 - Practice and application
 - Evaluation
 - Other at the advisor's discretion

The *Portfolio* should contain general information (i.e. from core course work) and specific interest information (i.e. from the context in which candidates see themselves, for example, elementary, secondary or postsecondary education; for-profit or not-for-profit organizations, manufacturing, etc.). For example, if the individual wishes to work in elementary schools and has a specific interest in instructional design, the *Portfolio* should contain at least one piece which involves instructional design in an elementary school setting. This is negotiable with the advisor.

- The Portfolio should contain items which reflect your professional growth and ability, organized within the three theme areas chosen from the list on the Portfolio Cover Sheet. There must be at least one item in each of the three categories. Items may include, but are not restricted to: internship documents and products, class projects, papers, videotapes, newsletter articles, a list of professional references, publications, lesson plans, lessons, workshops, seminars, media developed and used in instruction, and projects completed for purposes such as employment.
- If submitted work is a result of a group effort, the candidate should state clearly his or her role in the group and what part of the submitted work was completed by the student.
- The advisor and candidate will collaborate to determine a portfolio's content. It will be an ongoing process throughout the candidate's program of study.

Critical Deadlines

There are two critical dates that all students must meet in order to successfully present and defend their portfolios in any particular semester:

1. All students must register their intent to hold their portfolio presentation with the IT departmental secretary no later than the end of the fourth week of classes of the final semester.
2. All students must submit their completed portfolio to their major advisor for public display within the department no later than the end of the ninth week of classes of the final semester.

Students who do not meet these deadlines will not be allowed to graduate at the end of the current semester. Therefore, students would be required to register the following semester because one must be registered for at least 3 credits in the semester in which all degree requirements are completed.

Please note that you do not have to hold your portfolio presentation by these dates. These presentations can be scheduled beginning anytime two weeks after the completed portfolio has been submitted to the major advisor and up to the date of the last class of the semester. Because of the typical rush during the last two weeks of the semester you are encouraged to schedule your presentation as early as possible in the semester.

Use this as your cover page

Portfolio Cover Sheet

Portfolio Purpose To display a master's degree candidate's ability to create professional-quality projects and to apply what he or she has learned within the Department of Instructional Technology program. The *Portfolio's* content should reflect that of a placement portfolio with an assessment purpose.

Contents:

Name: _____ Degree Concentration_____

_____ Current resume

_____ Autobiographical statement

_____ Copy of your program of study

_____ Overview statement reflecting the three themes of your program of study, including how the themes fit your goals for your work in this degree program, and how you designed your coursework to fit your themes and goals.

_____ 5-7 items which reflect your professional growth and ability organized within the three theme areas chosen from the list on the Portfolio Guidelines sheet. At least one item must be in each of the three categories. Items may include, but are not restricted to: internship documents and products, class projects, papers, videotapes, newsletter articles, a list of professional references, publications, lesson plans, lessons, workshops, seminars, media developed and used in instruction, and projects completed for purposes such as employment. Items included in this portfolio are:

_____ Provide a written summary for each item included in this section of the *Portfolio*. Each summary should explain why the item was included, what the document represents to the candidate, and a self-assessment of the value of the document. Each summary should be 750 words or less.

Advisor's Signature _____