

## **Assessment Portfolio: What You Need To Know**

### **Overview**

Beginning January 2020, all MA students (on-campus and online) must complete an assessment portfolio before the department will certify degree completion. This portfolio will record selected projects you have completed through your coursework and showcase your accomplishments.

A completed portfolio contains the following documents:

- résumé,
- a professional statement (introduction to portfolio; summary of accomplishments);
- 2 documents from coursework OR MA thesis;
- documentation of participation in at least one professional development activity (e.g., conference presentation or reading of creative work).

### **How to Complete the Portfolio and When**

You will begin your portfolio when you take English 5000 (a required course for all students), and then it's recommended that you continue to develop it as you progress through the program.

You will submit your documents to a D2L dropbox set up for assessment (located in the English MA Program D2L site). You may add documents at any time. Although D2L won't allow you to delete any documents, you may submit revised or updated documents whenever appropriate.

### **Tips & Best Practices**

- Complete the portfolio as you work through the program, but no later than your final semester of study. A good practice would be to complete the portfolio when you apply to graduate.
- As you finish a major project for a course, you might also want to upload it to your assessment folder.
- Your professional statement is your opportunity to review your coursework, accomplishments, and future goals. You are also encouraged to introduce the other documents in the portfolio.

### **Portfolio Assessment**

As required by the university, the Graduate Studies Committee will review the portfolios as part of its assessment plan. The focus of assessment is on the program and learning objectives, not individual performance. In other words, the department is looking at student achievement in the aggregate—as a way to assess and improve the curriculum and program.