

## Framingham State University / International Education Programs Portfolio Requirement

As a culminating experience, each matriculated student, in the International Education Program (IEP) and Framingham State University (FSU) is required to complete a portfolio to be submitted at the end of the final course. The purpose of the portfolio is to document learning experiences and reflect upon professional growth. Portfolio development is an ongoing process and should be developed throughout the master's program.

### Structure of the Portfolio

**Cover Sheet**—Include title, your name, site location, current degree program, institution, and date of submission.

**Table of Contents**—List the contents of the portfolio in order including all sections headings, page numbers, and titled and numbered appendices.

**Introduction**—A biographical sketch related to what has shaped your teaching. Consider the following:

- Address your view of the essence of education.
- Include personal perceptions and attitudes in your role as teacher and the goals you might have for your students.
- What key experiences have contributed to your commitment to work in the field of education or with education-related issues?

**Work/Learning Products & Reflection of Learning**—For each course completed, students will select at least one \*work product that best illustrates student learning and:

#### Description

- Briefly describe the chosen work product.
- Explain why this product was selected to demonstrate your learning in the course.

#### Connection

- Choose ONE of the course outcomes (sometimes referred to as objectives) listed in the course syllabus that best represents your work product.
- Describe how this work product enabled you to achieve the course outcome.

#### Reflection and Application

- Explain how does, will, or could the chosen product benefit your students or professional community? Make sure that you include a specific example of application in your response.

\*A work product includes any assignment completed in the course, such a paper, research report, project, presentation, activity, lesson plan, etc.

**Program Summary/Feedback**—To be done after final course.

- Describe how the overall program has contributed to you professionally as an educator.
- Reflect on your personal growth throughout the degree program.
- What areas do you want to continue to develop in (consider your future goals)?
- How could the program have been more effective in helping meet these goals?
- How will you continue your life-long learning journey?

## Final Portfolio Submission Deadlines:

- December Graduation: 2<sup>nd</sup> Friday in December
- January Graduation: 2<sup>nd</sup> Friday in January
- May Graduation: 1<sup>st</sup> Friday in May
- August Graduation: 2<sup>nd</sup> Friday in August

## Final Review of the Portfolio

The portfolio will be reviewed by IEP/FSU to determine if it has met the requirements stated above. The Master Degree will not be granted until the portfolio has been accepted. Your portfolio will not be returned; therefore, you should make a copy of each entry for your own record. Feedback will be made in a timely fashion, so students can meet graduation timeline requirements. Students will be informed of the portfolio result via email.

Possible outcomes include:

Pass – pass without any conditions

Pass with Conditions – passing is conditional on making minor revisions/changes

Unsatisfactory/Not Pass – student must make revisions and then resubmit the portfolio

Fail -- students work is not consistent with the academic honesty policy

## Submission

Send portfolio via email as a single document, **WORD DOC** format to [cedronecenter@framingham.edu](mailto:cedronecenter@framingham.edu) with “STUDENT NAME Portfolio Submission” in the subject line.

## Additional Notes

- Use a standard, easily readable 12-point font. Fonts such as Arial and Calibri are good choices.
- Each course write-up should be at least two pages in length and double-spaced. Overall, the content of your portfolio should be the focus of your energy.
- After every course there is an opportunity to provide an in-depth evaluation of the course as well as the Instructor by filling out the course evaluation form. Those responses are valuable in our looking at developing courses as well as selecting Instructors. The Portfolio **is not** supposed to be a review of your Instructors. The Portfolio allows you to reflect more on your own takeaways from the courses and how they are useful in your professional lives.
- In order to limit the opportunity for plagiarism, it is advised not to share your portfolio with others.

COURSE WRITE-UP EXAMPLE

**(Write a minimum of two pages for each course)**

Instructor's Name: Dr. John Smith

SPED 963: Behavior and Classroom Management

Course Objective/Outcome: To understand the importance of classroom environment, and structure to positive classroom management strategies.

Work Product: Case Study Paper