



PORTFOLIO REVIEW FORM

Applicability: This form is to be used for students who have completed all course work but have not advanced to candidacy.

Procedure: Prior to meeting with the student, each member of the Committee is to complete a portfolio review. After meeting with the student, the Committee should complete one portfolio review form together. This review should be submitted to the Program Manager for filing.

Student:

Date:

Year in Program:

Committee/Faculty Member(s):

ASSESSMENT

DOMAIN KNOWLEDGE

Required Items:

- Summary and self-assessment
- Plan of Study (including statement of objectives and courses planned)
- Courses taken
 - Seminars
 - Research Methods courses
 - Domain coursework
- Grades (transcript)
- Key course or research products

5	4	3	2	1
Exceeds Expectations		Meets Expectations		Falls Below Expectations

Comments:

RESEARCH

Required Items:

- Summary and self-assessment
- Coursework and/or independent study research products (as appropriate)
- Documentation of research experiences
- YEAR 1: Annotated bibliography which supports development of a dissertation proposal
- YEAR 2 or 3: A research proposal that could be developed into a dissertation proposal; including research question(s), literature review, methodology, and expected results. The proposal should be a maximum of 15 pages.

Suggested Items (as applicable):

- Thesis development ideas
- Scholarly items submitted for publication
- Published items
- Other research participation (e.g.: reviews, analyses of literature, research products)

5	4	3	2	1
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Exceeds Expectations

Meets Expectations

Falls Below Expectations

Comments:

PRESENTATION AND TEACHING

Required Items:

- Summary and self-assessment
- Proof of attendance and participation in Journal Club, in-house seminars, colloquia, etc.

Suggested Items (as applicable):

- Presentation or teaching materials developed
- Mentor/teacher evaluations
- Courses taught, presentations made, audience evaluations

5	4	3	2	1
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Exceeds Expectations

Meets Expectations

Falls Below Expectations

Comments:

PROFESSIONAL PARTICIPATION

Required Items:

- Summary and self-assessment

Suggested Items (as applicable):

- Memberships
- Attendances
- Service to the field

5	4	3	2	1
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Exceeds Expectations

Meets Expectations

Falls Below Expectations

Comments:

ADMINISTRATIVE MATTERS

Required Items (with copies on file w/the Program Manager):

- YEAR 1 ONLY: Discursive Program of Study
- YEAR 1 ONLY: D-1 Plan of Study and Supervising Professor Appointment

5

4

3

2

1

Exceeds Expectations

Meets Expectations

Falls Below Expectations

Comments: