

## EDH 5630 PROGRAM FINANCIAL MANAGEMENT

### **Portfolio Guidelines**

Your Portfolio will be developed this year in cooperation with the Career Development Center which is sponsoring a new On Line Career Portfolio service.

You will be oriented to this service in class during the early part of the semester. This on line portfolio should be very useful to you for your job search and career related activities.

The professional Portfolio should include the following elements:

#### PART I CAREER GOALS AND INTERESTS

Provide an overview of your career plans, the work you want to do, the goals you have set for yourself, what you hope to accomplish and contribute. Relate these career goals to personal life objectives and ambitions.

#### PART II PHILOSOPHY OF PROFESSIONAL PRACTICE

Develop a statement of your vision of what constitutes good professional practice in higher education. This vague statement is intended to give those who are "general administration" majors a chance to talk about their roles as administrators in higher education. "Student affairs" majors should communicate about their philosophy of student affairs.

A good statement would include your beliefs about: how students learn; creating environments that foster student learning; working with the development levels of students; how students, faculty and administrators should relate to each other and what that contributes to learning; and a professional's relationship with colleagues and responsibilities to the institution.

#### PART III STATEMENT OF ETHICAL PRACTICE

Summarize your views on the ethical principles and responsibilities that you believe constitute a foundation of good practice. Relate these principles to your anticipated job position and responsibilities.

#### PART IV KNOWLEDGE AND COMPETENCIES

Discuss the knowledge you have gained and the skills and competencies you have developed as a result of course work, graduate assistantship, and internships while enrolled in the master's program. Explain significant connections you discovered between and among your courses. This part is not intended to be extremely lengthy; it is intended to be well thought out and carefully presented.

#### PART V EVIDENCE OF PERFORMANCE

Describe at least one item that provides evidence of your professional or academic performance. You should briefly describe a significant accomplishment or task performed that demonstrates your professional competency. Provide links to something you have already done, such as a paper that was particularly good, a brochure or policy or workshop or program you developed, or other creative demonstrations of your professionalism. You may provide more than one item. You may also include commendation letters, etc., but they are not a substitute for the one demonstration item of your performance.