

Student Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

## Evaluation Form for Qualifying Examination: Portfolio

**Item Selection:** In preparing the portfolio, students should carefully select items to be included in each of the 5 sections, particularly Scholarly Writing, Presentations, and Creative Works. Each section outlines a minimum and maximum number of items for that section. The total number of items included in the portfolio should be no less than 12 and no greater than 18.

**Rating Scale:** Each item in the portfolio will be rated on the following scale:

- (0) Unacceptable; item is either missing or does not meet the standards outlined for that item
- (2) Meets standards; item meets the standards of performance required for that item
- (4) Exceed standards; item exceeds the standards of performance required for that item

### A) Curriculum Vitae/Resume

Requirements:

- Provide your current CV
- Document should address but is not limited to contact information, education, professional experience, research interests, honors and awards, publications, and professional & civic activities

Standards:

- Organized logically and is visually attractive
- Highlights or emphasizes key information
- Articulated concisely and accurately
- Includes accomplishments that are consistent with student's goals
- Demonstrates student's participation in leadership and service, as well as educational activities

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

**Section A Total:**

### B) Professional Overview (Reflective Introduction)

Requirements:

Provide a 2-page professional overview of and introduction to the contents of the portfolio  
Include reflection on intellectual growth, scholarly/research interests, and professional goals.

Standards:

- Reflects on, describes, and documents student's intellectual and professional growth
- Demonstrates the maturity and development it intends to describe
- Outlines the student's research interests and professional goals
- Relates portfolio contents to student's research interests and goals
- Organized logically and developed fully
- Addresses an appropriate scholarly audience
- Adheres accurately to conventions of writing and documentation

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

**Section B Total:**

### C) Scholarly Writing

Requirements:

- Include a minimum of 6 and a maximum of 10 examples of scholarly writing
- At least 2 examples must be publishable or accepted for publication:
  - One in a state or regional peer-reviewed journal
  - One in a national or international peer-review journal
- All examples must be formatted and documented according to APA guidelines or those of the accepted publication.

**Standards:**

- Fulfills its intended purpose (argue, compare, review, analyze)
- Contributes to student’s research agenda
- Reflects an understanding of foundations of the discipline Based soundly on applicable theoretical framework(s)
- Supported adequately with accurate and reliable evidence
- Organized logically and developed fully
- Addresses an appropriate scholarly audience
- Adheres accurately to conventions of writing and documentation

**Additional Standards for published works:**

- Published (or accepted for publication) in a quality journal, magazine, or refereed online journal
- Contributed as first, second, or third author

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 1 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 2 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 3 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 4 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 5 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 6 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 7 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 8 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 9 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 10 Total: <input type="text"/>
			<b>Section C Total:</b> <input type="text"/>

**D) Professional Presentations**

**Requirements:**

- Provide record of at least 2, but no more than 5, presentations for professional associations.
- At least one must be from presentation at a national or international conference.
- Selection of presentation due to a competitive process for all presentations is recommended.

**Standards:**

- Presented at a conference of appropriate caliber (see requirements above) and relevance
- Contributed as first, second, or third presenter
- Fulfills its intended purpose (argue, compare, review, analyze)
- Contributes to student’s research agenda
- Reflects an understanding of foundations of the discipline
- Based soundly on applicable theoretical framework(s)
- Supported adequately with accurate and reliable evidence
- Organized logically and developed fully
- Addresses an appropriate scholarly audience

<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 1 Total: <input type="text"/>
<input type="checkbox"/> Unacceptable (0)	<input type="checkbox"/> Meets Standards (2)	<input type="checkbox"/> Exceeds Standards (4)	Item 2 Total: <input type="text"/>

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 3 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 4 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 5 Total:

**Section D Total:**

## E) Technology-based Creative Works

### Requirements:

- Include at least 2, but no more than 5, technology-based creative projects. Projects must demonstrate commercial-quality creative effort.
- Example projects: CBT training programs, research simulations, websites, software products.

### Standards:

- Contributed as first, second, or third developer
- Fulfills a unique purpose (instructional, organizational, analytical/research)
- Addresses an established need (of a group, organization, target audience)
- Contributes to student's research agenda
- Reflects an understanding of foundations of the discipline
- Based soundly on applicable theoretical framework(s)
- Demonstrates high quality in design and implementation

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 1 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 2 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 3 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 4 Total:

Unacceptable (0)

Meets Standards (2)

Exceeds Standards (4)

Item 5 Total:

**Section E Total:**

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## Grand Total

A \_\_\_\_\_ + B \_\_\_\_\_ + C \_\_\_\_\_ + D \_\_\_\_\_ + E \_\_\_\_\_ = \_\_\_\_\_

Complete  Incomplete      Date: \_\_\_\_\_

A minimum score of 2 points per section is required. A grand total score of 30 will constitute a "Complete."

## Summative Comments

**Areas of personal strength**

**Areas for further improvement**