Portfolio Requirement

Students pursuing the Master's degree in educational leadership will be expected to develop a professional portfolio. The portfolio, when completed, will represent the formal capstone experience used by the student and educational leadership program faculty to assess the student's overall learning while a graduate student in the Master's degree program in educational leadership at Eastern Michigan University.

More specifically, the portfolio will represent an extensive record of the student's progress and growth, will be evidenced by a collection of well-documented papers and other artifacts produced as original work by the student, and will be combined with statements of personal philosophy and goals, and deep self-reflection. It is highly recommended that students store their work/projects/presentations in a secure location (e.g., flash drive, Drop Box, external drive) during the duration of their program.

Further, the portfolio is designed to link the acquisition of knowledge in the university setting with the application of knowledge in the work setting. Thus, the portfolio will seek evidence of the student's ability to apply the knowledge and skills they have gained in the program, by assessing a broad range of knowledge, skills, and dispositions including the application of knowledge to the improvement of practice.

Portfolio Process

Upon admission, students will schedule a meeting with their advisor who will describe the portfolio's purpose and design, and who will discuss the responsibilities of both the student and the faculty advisor.

Students are encouraged to use LiveText beginning their first semester. For each portfolio goal, students must select an artifact (paper, certificate, presentation, etc) and upload the artifact that demonstrates achieving the portfolio goal. Along with the artifact, students are asked to reflect upon their reasons for this selection to meet the portfolio goal. Students are encouraged to begin crafting their reflection during their final semester prior to graduating.

After completing 18 hours of coursework, students should schedule a meeting with their advisor to discuss the progress of their portfolio.

During the final semester of coursework, the student will contact their advisor to schedule a date and time for the oral presentation of their portfolio. The presentation of the portfolio will consist of a brief oral description by the student of the
written artifacts contained in the portfolio, followed by a discussion with faculty regarding the student’s personal learning and growth, along with perceptions of the strengths and weaknesses of the overall program. You must submit a copy of your portfolio on LIVETEXT to your faculty advisor at least seven (7) days in advance of your presentation, so that faculty may have an opportunity to review your portfolio prior to your presentation.

**LiveText**

Your written work and other artifacts must be submitted using LiveText. For information on obtaining a LiveText subscription and the process for creating your portfolio in LiveText are attached to the end of this document.

**Portfolio Components**

1. **A Current resume** describing career objectives, experience, education and qualifications.
2. **Credentials** including copies of appropriate professional presentations, certificates of award or recognition, and membership in professional organizations.
3. **Personal Philosophy** including a statement of philosophy, which encompasses attitudes, beliefs, and values regarding educational leadership in student affairs or higher education administration.
4. **Indicators of the student’s understanding** of the educational leadership elements embedded in the curriculum. Demonstrate understanding by using a class paper or an experience thru a graduate assistantship or conference participation as evidence to meet the goals.

The Educational Leadership program mission is to develop leaders with the knowledge, skills, and attitudes for helping to build learning communities within a culturally diverse society.

The purpose of the Master of Arts Degree in Educational Leadership in higher education (student affairs or general administration) is to foster educational leaders in higher education who know and understand administrative, leadership, and organizational theory, apply ethical and legal frameworks, create positive human relations, foster diversity and equity, understand college and adult developmental theory and student characteristics, possess a global perspective, utilize research and assessment, and experience various practices in higher education.
To prepare leaders by

1. Delivering the complete Masters program on campus and at appropriate regional sites.

2. Assure quality assurance for the student affairs program by following the Council for the Advancement of Standards in Higher Education (CAS).

3. Linking students to the community through classroom experiences, internships/fieldbased experience, and at times, graduate assistantships.

4. Creating a curriculum that is built around the knowledge base and best practice.

5. Teaching in a way that reflects best practices and adult learning theory.
TO BE COMPLETED BY ADVISOR

Student Name: ___________________________  Student #: __________________

Semester/Year: _________________________

A portfolio presentation was held on __________________ at ______a.m./p.m.

The student’s portfolio was evaluated as follows (PLEASE CHECK ONE):

☐ Pass
☐ Pass with major/minor revisions by ______________________________
☐ No Pass

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<tr>
<th>□ Exceeds Standards</th>
<th>□ Meets Standards</th>
<th>□ Does Not Meet Standards</th>
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<td>The quality of the Portfolio writing and content is superior and provides substantial evidence that the student has met each of the program standards. Through reflection, the student documents personal growth and demonstrates the ability to synthesize learning experiences into a coherent theory of action to guide professional practice.</td>
<td>The quality of the Portfolio writing and content is acceptable and provides sufficient evidence that the student has met each of the program standards. Through reflection, the student demonstrates an understanding of the connection between course work and practice and documents personal growth.</td>
<td>The quality of the Portfolio writing and content is substandard or does not provide sufficient evidence that the student has met each of the program standards. Or, the student is unable to adequately articulate connections between course work and practice or document personal growth as a leader. The student will be asked to revise and re-submit their portfolio.</td>
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Signature of faculty advisor: ___________________________  Date: ____________

** Advisors – Upon completion please e-mail Earl Roggeman (eroggeman@emich.edu), cc Hillary Lee, noting the students’ name, ID# number and successful completion. Or you may return this form to Hillary for processing.
LiveText

LiveText is an Internet-based subscription service that allows students and instructors to "create, share, and collaborate on educational curriculum."

If you have not obtained a LiveText subscription for other courses you have taken in your Educational Leadership Program you will need to purchase a subscription.

For information on how to purchase a LiveText subscription go to the following website: https://www.livetext.com. This page will provide you instructions on how to set up your LiveText account.

If you have questions about acquiring your LiveText account you can email: coe.livetext@emich.edu

If you are graduating in Winter 2019, you are required to use LiveText to complete your portfolio.

Creating Your Portfolio on LiveText

1. Log into your LiveText account.
2. Select “New Document”
3. When the dialogue box opens:
   a. Choose a Folder: Select EDLD
   b. Choose a Templates: Select EDLD Student Affairs/Higher Education Masters Portfolio
   c. Title: LName, FName, Semester, Year, Portfolio
4. Select “Save as New Document”
5. When the document opens follow the instructions on the first page of the document.
   Important: You only need to create the document once. To add additional items after closing the document, go to MY WORK and select the portfolio document
6. To share the portfolio with your advisor, open the document and select “Send for Review.” In the dialogue box type in your advisors name, click on their username when it appears, and then select “submit for review.”