



# Table of Contents

Table of Contents .....	2
Overview .....	3
Portfolio Requirements .....	4
Title Page .....	4
Table of Contents .....	4
Introduction.....	4
Professional Goals Statement .....	5
Current Resume .....	5
Artifacts.....	5
Summary Statement .....	6
Portfolio Review and Presentation.....	7
Appeal of an Unsatisfactory Grade.....	7
Portfolio Tips .....	7
Public Administration Portfolio Review Checklist.....	9

# **DPA PROGRAM**

## **Overview**

One of the major purposes of a professional portfolio is to showcase in a single document the skills, competencies, and knowledge an individual has developed over time. A portfolio should be all-encompassing, reflecting professional work experience, military

# Portfolio Requirements

## Each Portfolio Must Contain the Following Sections and Materials:

Title Page  
Table of Contents  
Introduction  
Professional Goals Statement  
Current Resume  
Captioned Artifacts  
Summary Statement

These sections must be comprised of two types of materials: *Productions*, which are documents prepared specifically for the portfolio; and *Artifacts*, documents produced during normal coursework, in the course of one's job, or while engaged in relevant volunteer work. For example, productions may include a student's professional goals statement and professional summary, while an artifact is a term paper from a class, a manual prepared for one's workplace, or a volunteer award received from a non-profit agency.

The artifacts shall be clearly captioned and should be selected to reflect a cross-section of both professional and academic experience. For pre-service students who may have few or no professional products or artifacts, extra effort should be made to relate educational or volunteer artifacts to professional career goals.

### Title Page

The Title page must include the student's name, the class in which the portfolio was presented, the name of the professor, and the date of submission.

### Table of Contents

The table of contents follows the title page. The Table of Contents should list all artifacts and productions.

### Introduction

The introduction should provide a brief description of the portfolio, including the organizational scheme, as well as a brief statement about the student's decision process for inclusion of materials. The introduction is essentially an executive summary of the document. The introduction should address the following:

- The time span covered in the portfolio;

- The fact that the portfolio reviews professional, volunteer, and academic experiences;
- A description of the balance among professional, volunteer, and academic contents;
- A description of the author's current career status;
- A brief description of the author's professional/career goals; and
- Other information that introduced the document to potential readers.

### **Professional Goals Statement**

The professional goals statement is a narrative of 300-500 words that specifies the student's short term and long-term goals in his or her field of study. The statement may include the following:

- A brief account of the student's decision to seek the DPA degree;
- A brief summary of the student's professional values;
- A description of the student's career path and whether the DPA degree has influenced that direction;
- Short term goals, the goals the student hopes to achieve in the next one to two years;
- Longer term goals, the goals the student hopes to achieve in the next five to ten years; and
- Other statements that explain and describe the student's aspirations and philosophy.

### **Current Resume**

The resume must conform to an acceptable format and should contain all of the student's academic experiences, including the anticipated date of award of the DPA degree. Valdosta State University's Office of Career Services can aid in preparing an acceptable resume.

### **Artifacts**

Portfolio artifacts are papers, reports, presentations, projects, and instructional materials - in print or other media forms -- that reflect examples of work experience, military service, or other professional activities. Artifacts also include materials generated during academic study, such as coursework and related professional experiences occurring during a formal program of study from an accredited institution. These artifacts may have been designed, developed, or conducted either by the student as an individual or as a member of a team. The portfolio should contain 10 to 15 artifacts that cover a minimum of five academic subjects. Documents that are not in a digital format may be scanned for inclusion. A detailed list of artifacts must be included in the table of contents.

### Captions

A caption is a standardized attachment to an artifact that introduces and provides summary information about the artifact. Captions should be approximately one page in length, be consistent in format, and appear on a sheet prior to the artifact it introduces. Artifacts must be clearly captioned and should include:

- Artifact number and descriptor(s);

- Title of artifact;
- The job (name/address) or professional experience during which the product originated;
- The course (name/number) in which the artifact was created or to which course(s) the professional experience artifact relates;
- Approximate date when the product originated; and
- A rationale statement that briefly describes (in a paragraph or two) the artifact, elaborates on demonstrated competencies, states why it is included, reflects on what was learned from the experience represented by this artifact, and whether it was developed individually or as a member of a team.

**Note:** Captioning can be difficult as students have long been taught not to “toot their own horns” or to “show off.” The portfolio, however, is an opportunity for you to frankly state your strengths and to share your demonstrated successes. Keep in mind, however, the limitations of the artifacts and cite only those competencies that the artifacts clearly document.

**Example Caption:** A student is using a budget analysis from class as an artifact. The paper received a grade of A, with glowing comments from the professor. TETof A

### **Summary Statement**

Provide a summary statement of no more than one page that ties the portfolio together. The summary should indicate why the collection of artifacts provides a good representative overview of current, professional development.

# **Portfolio Review and Presentation**

characteristics of good portfolios that may help you to plan and evaluate your own document.

- Seek feedback from colleagues, peers, loved ones, and faculty before you complete the final draft of the portfolio. Have folks you trust and respect review your document, and ask for honest feedback.
- Once you think you have completed your portfolio, give it a rest before coming back to it after some time away. Then ask yourself: Does this document look as good as I first thought? Does it need further work? Does this reflect my best work?
- Ask yourself: Am I proud of this portfolio? This is the best predictor of a first-rate effort. This is not a matter of false pride or bravado, but rather your own personal assessment of the job you have done. Internal satisfaction and a sense of pride will result when the portfolio reflects the student's very best work.
- Portfolios must be presented as PDF files. Authors are advised NOT to employ unnecessarily complicated templates, backgrounds, or fancy bells and whistles. These only serve to distract from the real intent of the portfolio, which is intended to showcase the author's achievements. No personal pictures are allowed! If one wants to demonstrate his/her prowess with a program, there are opportunities to demonstrate expertise within the context of an artifact.
- Ask yourself: Is your portfolio organization meaningful, original, and constructed to facilitate review by faculty or potential employers? Is your documentation complete and consistent throughout the portfolio?
- Look at your artifacts, captions, and the rationale you have developed, and review them to make sure they fully reflect your professional development.
- Carefully p



## Public Administration Portfolio Review Checklist

<b>Student Name:</b>	<b>Date:</b>
<b>Student's Signature:</b>	
<b>Overall Rating:</b>	
<b>Satisfactory (S):</b>	<b>Unsatisfactory (U):</b>
<b>Reviewer's Name:</b>	<b>Reviewer's Signature:</b>

### Portfolio Criteria Checklist:

- I. Portfolio includes clearly labeled artifacts that demonstrate competency in all areas designated for the program.**

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