Final Portfolio Guidelines

Masters of Science in Social Science candidates are required to submit a professional portfolio in order to ensure that they have mastered program goals. Due dates for portfolios will correspond with University schedules for Masters' Comprehensive Examinations: approximately April 1st for May graduation, July 1st for August graduation, and November 1 for January graduation. Each M.S. SOSC candidate will submit his or her portfolio to the Program Director, who will then distribute it to the advisory board members.

Portfolio Contents

1. Table of Contents: The Table of Contents should contain the following headings:
   a) Up-to-date Resume or Vita
   b) Core Courses with Instructors and semester taken
   c) Disciplinary Specialty Courses
   d) Elective Courses with Instructors and semester taken
   e) Research and Experimentation (when applicable)
   f) Master's Thesis summary (when applicable)
   g) Professional Project summary (when applicable)
   h) Reflective Essay

2. Written Work and Exams:
   The portfolio should be organized by course and must contain examples of graded written assignments, projects and exams submitted by the student in all courses. At the beginning of each course section, a two paragraph statement should be written which describes briefly how the student's intellectual perspective changed or developed as a result of participating in this course.

3. Research and Experimentation: From applicable tracks.

4a. Master's Thesis:
   Master's Thesis Candidates must submit a five-page, typewritten summary of their Master's Thesis. This abstract must be accompanied by a letter from the student's master's thesis advisor.

4b. Professional Project/Presentation:
   Professional Project Candidates must submit a written copy of their professional presentation, including hardcopy of any electronic components of their presentation. Other relevant material to provide here may include an official program from the conference at which the presentation occurred or a written assessment of the project from the candidate’s project jury.

5. Reflective Essay:
   The student must write and include in the portfolio a ten-page, typewritten essay describing the student's intellectual growth as a consequence of completion of his/her course of study. Reflection should go beyond lectures and describe life experiences over the past few years which have also contributed to their personal development as it pertains to their degree.

NOTE: Essays should be typed in Times, 12-point font and should be double-spaced. References are not necessary; however, formal conventions for writing should be maintained. Attention to spelling, grammar, sentence structure, etc. is critical.

Evaluation Criteria for Portfolios

1. Each of the listed requirements must be included in the portfolio and each must adhere to all standards described above.

2. Proper grammar, punctuation, and spelling are expected on all documents.

3. Portfolio materials should be typewritten or word-processed on 8.5 x 11 inch paper and placed in a hard cover, three-ring binder. Please do not encase each separate sheet in a sheet protector. The first entry should be the Table of Contents. A labeled tab in its appropriate place in the portfolio should accompany each topic in the Table of Contents.

4. The essay will be evaluated based on attention to quality of writing and consideration of the content of the essay.