Framingham State University / International Education Programs
Portfolio Requirement

As a culminating experience, each matriculated student, in the International Education Program (IEP) and Framingham State University (FSU) is required to complete a portfolio to be submitted at the end of the final course. Portfolio development is an ongoing process and should be developed throughout the master's program. The portfolio is to be submitted within 30 days after your final course.

The portfolio will include 1) an introductory page 2) 9-10 pages (one for each course) and
3) an overall summary.

1. Introductory Page
   o Give a biographical sketch about you as a student and professional educator.

2. A Single Page for Each Course → that page is to include 2 parts:

Part I (A Summary of a Particular Focus)
   o A summary of ONE particular project, assignment, coursework, presentation, or essay, that was especially meaningful to you and explain *why*.

Part II (Reflection)
   o A self-reflective statement that discusses how the course contributed to your ability to become a more effective educator and life-long learner. *How does, will, or could* the content of this course benefit your instructional audience or professional community?

*Many have found it helpful to develop part 2 after each individual course and then edit it at the end of the program.

3. Summary Statement/Program Feedback (One page – to be done after final course)
   o Describe how the overall program has contributed to you professionally as an educator and a lifelong learner.
   o Describe your personal growth throughout your Master's degree program.

Final Review of the Portfolio:
The portfolio will be reviewed by IEP/FSU to determine if it has met the requirements stated above. The Master Degree will not be granted until the portfolio has been accepted. Your portfolio will not be returned; therefore, you should make a copy of each entry for your own record.

Feedback will be made in a timely fashion, so students can meet graduation timeline requirements. Students will be informed of the portfolio result via email.

Possible outcomes include:
1) Pass – pass without any conditions
2) Pass with Conditions – passing is conditional on making minor revisions/changes
3) Not Pass – student must make revisions and then resubmit the portfolio

Instructions to students regarding the portfolio requirement:
Please use attached student checklist when submitting your portfolio.

<u>Submission:</u>
Send portfolio via email as a single document, PDF or DOC format to cedronecenter@framingham.edu with "STUDENT NAME Portfolio Submission" in the subject line.

<u>Additional Notes:</u>
- Use a standard, easily readable 12-point font, double spaced. Fonts such as Arial and Calibri are good choices. Be sure to state the course title, number, and instructor at the top of each page. Overall, the content of your portfolio, not the spacing, should be the focus of your energy.

- After every course there is an opportunity to provide an in-depth evaluation of the course as well as the Instructor for the course. Those responses are valuable in our looking at developing courses as well as selecting Instructors. The Portfolio allows you to reflect more on your own takeaways from the course and how they are useful to you in your professional lives.