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 and sent to the IEP office at Framingham State University.

The portfolio will include an introductory page plus ten typed written pages one for each course and an overall summary composed of the following parts:

- An introductory page of one or two paragraphs that gives a brief biographical sketch about you as a student and professional educator.

- For each course, a summary of an assignment, project or a course experience that was especially meaningful to you.

- A self-reflective statement that discusses how each course contributes to your ability to become a more effective educator and life-long learner. This part should also discuss how you plan to apply what you have learned from this course.

- At the conclusion of all course work, the student should prepare a summary statement that describes how the overall program has contributed to you professionally as an educator and a lifelong learner.

Tip: Use a standard, easily readable 12-point font, double spaced. Fonts such as Arial and Calibri are good choices. Overall, the content of your portfolio, not the spacing, should be the focus of your energy.

The portfolio will receive a pass/fail grade. It will be reviewed by IEP/FSU to determine if it has met the requirements stated above. It will be filed in the IEP office at Framingham State University. You should submit the portfolio within 30 days after your final course. The M.Ed. Degree will not be granted until the portfolio has been accepted and filed in the IEP office. Your portfolio will not be returned, therefore you should make a copy of each entry for your own record.

Instructions to students regarding the portfolio requirement

Please use attached student checklist when submitting your portfolio. You should file the papers in a manila or plastic folder (Three ring binders are too bulky and will not be accepted.) Submit the completed folder to the Framingham State University, Office of Graduate Studies/Cedrone Center, Attn: Joyce Fahey, 100 State Street, Dwight Hall Room 111, Framingham, MA 01701.

Your portfolio is not meant to be evaluations of the courses or instructors. Your portfolio should make references to course activities and experiences, avoid statements that sound like a critique of the course or the instructor.

Please use cover sheet when submitting your portfolio