

Portfolio Outline

This sample just shows one item in the various folders as an example.

I. Knowledge and Comprehension

- A. Essay with reviewer comments:
 - 1. Version, date
- B. Course syllabi for all Botany courses and Support courses
 - 1. Botany courses
course number, course title, term, instructor, institution
 - 2. Support courses
course number, course title, term, instructor, institution
 - 3. Other courses
course number, course title, term, instructor, institution
- C. Completed “Advising Summary” Sheet
- D. Copy of most recent transcript
- E. GRE/other exam scores (optional)

II. Skills Development

Note: If using class assignments to demonstrate a skill, the original, graded assignment is preferred to a clean copy.

- A. Communication Skills
 - 1. Writing Skills
 - a. document/artifact, purpose, date
 - b. cross-reference
 - 2. Speaking Skills
 - a. document/artifact, purpose, date
 - b. cross-reference
- B. Computer Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference
- C. Field and Laboratory Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference
- D. Problem-Solving Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference
- E. Self-Assessment Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference
- F. Cooperation/Social Responsibility Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference
- G. Information Seeking Skills
 - 1. document/artifact, purpose, date
 - 2. cross-reference

III. Special Achievements

- A. Letters/Certificates, etc.
 - 1. document/artifact (can be a copy), purpose, date
 - 2. cross-reference
- B. Letters of recommendation
 - 1. document/artifact (can be a copy), purpose, date
 - 2. cross-reference
- C. Newspaper Clippings
 - 1. document/artifact, purpose, date
can be a copy/online print out
give a full citation
 - 2. cross-reference
- D. Other Published Material
 - 1. document/artifact, purpose, date
copy
full citation
 - 2. cross-reference
- E. Presentation at a Conference
 - 1. document/artifact, purpose, date
 - a. abstract
 - b. miniature of the poster (8.5 x 11 print out of the large PowerPoint poster) or PowerPoint slides with speaker's notes
 - c. program with dates, location, sponsoring organization
 - 2. cross-reference

IV. Capstone Experiences

- A. Senior Project/Thesis
 - 1. proposal
 - 2. bibliography
 - 3. lab/field notebook
 - 4. written thesis
 - 5. PowerPoint slides with speaker's notes for oral presentation of the thesis
- B. Other Field and Laboratory Research
 - 1. lab/field notebook
- C. Other Capstone Experience: specify, e.g. Internship, Study Abroad, etc.
 - 1. documentation
- D. cross-reference

V. Creativity

- A. document/artifact, purpose, date
type of documentation: actual item, photograph, catalog, etc
class, own interest, etc.
- B. cross-reference

VI. Affective Domain Development

This folder will most likely have the greatest diversity in types of documentation as well as the most cross-referencing to other folders.

- A. Appreciation of Diversity
- B. Understanding of Ethical Issues
- C. Commitment to Development of Cultural Perspectives
- D. Appreciation of Liberal Arts
- E. Appreciation of Aesthetics
- F. cross-reference

VII. Career Planning

- A. Employment/Graduate School Assessment
 - 1. list of potential employers or graduate programs
source, date, assessment
- B. Resume
- C. Curriculum Vita

VIII. Science as a Process

- A. Document/artifact, purpose, date
- B. Cross-reference
- C. Lecture outline

“For this folder of the portfolio a suggested means of providing evidence of understanding and appreciation of the nature of science as a process and a way of knowing, along with applications to everyday problems might be to prepare an *outline of a lecture*, designed for a varied audience in terms of science background that would deal with these topics. The outline would address: What is science? How is scientific inquiry carried out? How do we apply scientific methodology to solving everyday problems? What significant botanical achievements were made using these techniques?”