

Portfolio Requirement  
Department of Adult and Community Education  
Indiana University of Pennsylvania

August, 2015

**A. Introduction and Background**

The Portfolio requirement was adopted in the spring of 2015 and is effective Fall semester, 2015. The Portfolio replaces the comprehensive exam as a culminating activity for the Master of Arts in Adult and Community Education. Submission of a Portfolio is required for graduation for all students admitted to the program in Fall, 2015 or later. Students admitted prior to Fall, 2015 but graduating in Summer, 2015, are required to complete the comprehensive exam. Students admitted prior to Fall, 2015 but graduating after Summer, 2015, will have the option of completing either the Portfolio or the comprehensive exam.

**B. Portfolio Contents**

There are nine items required in a student portfolio. These items are described below:

1. Basic demographic information, to include (file title: My Info):
  - a. Name
  - b. Address
  - c. Phone numbers (Home, work, cell)
  - d. E-mail (after IUP)
  - e. Work position
  - f. Work organization
  - g. Position description
2. Current resume (file title: Resume)
3. Major professional accomplishments (file title: Prof Accomp):
  - a. Publications
  - b. Presentations
  - c. Awards and Honors
  - d. Service to community/profession/employer
4. Goals and Professional Development (file title: Goals):

Write a brief statement addressing the following issues:

  - 1) Your career, academics, and personal goals
  - 2) How you will make a positive difference in your profession, community, and society?
  - 3) How you will continue to grow as a professional.

(5 to 7 pages, double-spaced with 1" margins; references not necessary)

5. Practical Research (file title: Practical Research):  
Provide a summary of your practical research project (ACE 745) to include problem statement and research questions, description of methodology, description of major findings, and comments on implications and value of the research.  
(4 to 5 pages, double-spaced with 1” margins; references not necessary)
6. Philosophy (file title: Philosophy):  
Write a statement of your teaching philosophy including how it has changed since being in the ACE program.  
(4 to 5 pages, double-spaced with 1” margins, with references in APA style)
7. Reflection on Learning (file title: Reflections):  
Write an essay on the major ideas you learned while you were in the program and your reflections on your learning experience in the program.  
(3 to 5 pages, double-spaced with 1” margins; references not necessary)
8. Best Writing (file title: Best Writing):  
Provide an example of the best writing you completed while in the program. This could be a paper written for a course or any other assignment.
9. Literature Review (file Title: Literature Review):  
Select a topic on which you have not previously written. Write a new literature review on your selected topic.  
(8 to 10 pages, double-spaced with 1” margins, with references, APA style)

### **C. Submitting the Portfolio**

1. Portfolios are to be submitted no later than the end of the 10<sup>th</sup> week of the semester in which you plan to graduate.
2. All portfolio documents must be submitted at the same time.
3. Portfolio documents are to be submitted as Word or PDF files.
4. Label each file with:
  - A) Your last name followed by a comma and your first name
  - B) The file name (example: Dean, Gary, My Info).
5. Portfolios are to be sent to Gary Dean at: [gjdean@iup.edu](mailto:gjdean@iup.edu)