Graduate Studies in Literature & Criticism
Candidacy Portfolio Guidelines

All students who are up for Candidacy review will submit a Candidacy Portfolio (CP). The purpose of the Candidacy Portfolio is to provide faculty on the Candidacy Portfolio Evaluation Committee a means to evaluate your ability to successfully complete this program. Students must pass the evaluation in order to continue in the program. **Portfolios are due by 2:00 p.m. on 23 March 2022.**

The L&C Program Director is responsible for leading the CP review and is therefore most familiar with the policies and procedures that apply to everyone. For this reason, faculty members and students should direct questions about the CP to the L&C Program Director.

Candidacy Portfolio (CP) Directions

1. Use the attached coversheet and checklist.

2. Begin the process by reading the instructions and evaluation criteria. For questions, please contact the Graduate English Secretary or the L&C Program Director (veronica.watson@iup.edu). Summers-Only and Academic-year students' portfolios are due are due **by 2:00 p.m. on 23 March 2022**.

3. All portfolio submissions will be made via the D2L content management system.

   After the portfolio is received, the office will add two additional items: instructor evaluations (one from each of the courses you have taken) and the transcript for your doctoral courses. These will complete your portfolio.

4. All work should be done independently. All materials in the portfolio, including the conference paper and conference proposal, should be written by you only. It is acceptable to have discussions among students and the instructor of the Portfolio Prep course about topics, ideas, conferences, and general strategies for writing.

   Outside of course assignments and feedback received there, students are to work on the CP without assistance from others (other students, faculty, or anyone else). The sharing of drafts with faculty, students, or anyone else is prohibited. There is one exception to this prohibition: students may seek editing assistance from one of the IUP Writing Center's graduate student tutors, approved by the L&C Program Director (contact the Writing Center Director for this assistance).

   Unless indicated otherwise by the assignment, all writing should follow the conventions of academic, edited English and proper documentation of sources, as outlined in the current MLA handbooks. IUP's Academic Integrity Policy covers various concerns related to plagiarism, cheating, and misrepresentation of work; this policy is spelled out in the current *IUP Graduate Catalog*. Academic integrity is a serious matter and violations will not be tolerated. For anyone unfamiliar with the terms of this policy, additional explanation may be found in the current edition of the *MLA Handbook*. Feel free to discuss with the L&C Program Director any questions about using sources for the CP.

5. Portfolios are not returned to the student; they are stored electronically.

Portfolio Evaluation

The purpose of the portfolio is to provide faculty on the Candidacy Portfolio Evaluation Committee a means to evaluate your ability to successfully complete this program. In order to make this evaluation, members of the evaluation committee will examine samples of your academic writing contained in the portfolio, your grades, and your instructors' evaluations of you (from each course you have taken).

Evaluation Criteria

The documents that will be used to make this evaluation are listed in parentheses. On the instructor evaluations, these criteria are provided in the form of questions to each of the professors whose class you have taken.

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- Demonstrates an ability to conceptualize, give insights, and use knowledge that is current in the field. (Grades, CP Conference Paper and Proposal, coursework paper OR grant proposal, instructor evaluations)
- Orally and in writing, demonstrates an ability to focus ideas and construct arguments. (Grades, CP Conference Paper and Proposal, coursework paper OR grant proposal, instructor evaluations)
- Uses feedback constructively, works independently, and handles problems or conflicts in a professional manner (Grades, instructor evaluations)

Possible Outcomes of the Candidacy Review

Pass: You have met all of the criteria and may continue in the program.

Fail: You have not met one or more criteria or have not submitted the Candidacy Portfolio by the deadline. If you fail the Candidacy evaluation you will not be allowed to continue the program. You may appeal this decision in writing to the L&C Program Director within two weeks of the date that the decision was sent out. Your appeal must reach the L&C Program Director no later than 4:00 p.m. on the date two weeks from the date the decision is sent to you. Appeals must be based on the reasons for the committee's decision given to you by the L&C Program Director.

Appeals: Appeals will be reviewed by a committee of three faculty members consisting of the L&C Program Director (or his/her designee), one member of the CP Evaluation Committee, and one faculty member not part of the CP Evaluation Committee. Their decision is final and will be conveyed to you in an e-mail message from the L&C Program Director. The appeals committee will meet within 30 days not including days when the university is not in session, and the student will be informed of this committee's decision via email.

Our evaluations of the CP Conference Paper will include considerations of whether the paper successfully:

A. Represents a serious issue worth exploring in the field. For instance:

   - Presents a unique, novel position that is beyond the material reviewed. The central argument of the paper goes beyond the summary of the materials in the paper and what is common knowledge within the field.
   - Conceptualizes beyond what is currently known extending a line of research to the next logical step.
   - Brings fields into conversation that have traditionally been separated or engages new and emerging content.

B. Engages current scholarship in the field on this issue. In this context, "reflects current scholarship" means current, academic peer-reviewed books and articles from the last 10 years in the field. It also includes seminal work in the field.

C. Demonstrates the ability to focus ideas and construct arguments. Provides arguments that are clear and appropriately supported.

D. Is appropriately written for the paper of this type. (MLA formatting and referencing, observes specified page lengths, etc.)

The portfolio is not assigned a letter grade. The outcome of the CP review will be sent to your IUP e-mail account within a few days of the evaluation, including a statement about your CP's strengths and/or weaknesses.

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What to Include in the Candidacy Portfolio

Part 1: Conference Paper (CP Conference Paper)

This paper must be an **original work** written for an academic conference related to the fields of Literature and Criticism and **created especially for the candidacy portfolio**. Previously presented papers cannot be accepted. Once you have selected a topic on which you would like to write, identify a conference that would be an appropriate place to present. The conference CFP you choose to respond to can either be currently active, or the conference CFP cannot have closed more than two years prior to the date that the CP is due. If you have seen a call for papers for an edited collection that interests you, you may also write with that in mind, but the page length will remain the same.

To prepare for this task, please do the following:

1. Develop a scholarly paper with a clear argument, thesis or stance supported by reasons and evidence. The CP Conference Paper should clearly be based on/in conversation with current knowledge of the field.
2. Read the Call for Proposals to familiarize yourself with the expectations of the conference/ professional meeting. Who is the audience? What topics are of interest to these conference conveners? Carefully consider how audience considerations affect the topic and style of your presentation.
3. The documentation style for the CP Conference Paper is the latest MLA Style and should include about at least 8 bibliographic sources in order to demonstrate your range and depth of knowledge.

What to include in the portfolio related to the CP Conference Paper:

- The CP Conference Paper
  The paper should be **8-10 double-spaced pages** (page count does not include the works cited). While the conference call for papers may specify a different page or presentation length, we ask you to stay within this length guideline for consistency of the portfolio evaluation process.

- Annotated Bibliography
  Annotate each of the sources in your Works Cited (3-6 lines long). By annotating the sources, you will achieve a better understanding of them, and you will help the committee to see your range and depth of knowledge. Create a separate list of annotations and attach it to the end of your manuscript.

- Call for Paper/Proposals
  Provide a copy of the Call for Paper/Proposals for the conference you have selected. This will assist the committee in evaluating the quality of your paper.

Part 2: Conference Proposal Abstract

This 250-300 word abstract should respond to a Call for Papers (CFP) for a regional, national or international conference. Your abstract can respond to a general CFP, panel CFP, special session CFP, etc, for the conference. The project you describe must be significantly different from the CP Conference Paper you include in Candidacy Portfolio.

Part 3: Statement of Teaching Philosophy

This 1-page, single-spaced document should create a narrative that complements your chosen field of research, demonstrating your identity as a teacher-scholar. It should be a formal document that describes your approach to teaching. It should explain the governing principles of your pedagogy and gives specific examples of how you would implement these beliefs in the classroom (or other teaching contexts). The document should address topics such as, but not limited to, syllabi construction, class activities, specific-skill building, community-crafting, and methods of assessment.

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Part 4: Choose one of the following

I. Revised Coursework Paper/Project

Submit one (and no more than one) revised paper or project that represent your best work in the initial doctoral courses at IUP. We are looking for the best work you are capable of, so you are expected to revise the paper/ project before you include it in the portfolio.

- Submit a clean copy; please do not turn in the original graded paper with the professor's remarks.
- Include the instructor's instructions/requirements with each paper so that faculty readers on the Candidacy Portfolio committee can understand the context of the paper. This might include a copy of the relevant page of a syllabus. Please highlight the relevant section of the page.
- Include cover sheet that describes the substantive feedback you received from your faculty member (do not include the name of the faculty member or course) and the revisions you made to respond to those comments and suggestions.

II. Grant Proposal

Submit one (and no more than one) original grant proposal in response to the NEH Summer Stipend program, created especially for the candidacy portfolio. The Summer Stipend program provides $6000 to enable researchers to dedicate 8 consecutive weeks to a specific research project. It supports a wide range of scholarly work, including the completion of book manuscripts and advancing public humanities projects. For the purposes of the Candidacy Portfolio, you can also seek funding for digital, gaming, and/or film studies projects. The actual NEH statement of purpose, guidelines and workshop materials for this grant competition are available at https://www.neh.gov/grants/research/summer-stipends, but **we ask you to stay within the length and guidelines listed below for consistency of the portfolio evaluation process.** Previously submitted grant proposals cannot be accepted.

Your grant proposal should include the following:

- Five-page narrative that includes:
  - Research and contribution - A description of the research and discussion of the project's contribution to the scholarly discussion, and your research question(s) (~3 pages)
  - Methodology and work plan - How will you answer your research question(s)? How much have you done already and what will you complete during the grant period? (~2 pages)
- One-page bibliography of works cited or consulted in the development of the grant proposal.

Part 5: Portfolio Reflection

The Portfolio Reflection is the opportunity for you to critically reflect on the strengths, weaknesses, and opportunities for growth and development that you have become aware of during the creation of the Candidacy Portfolio. Critical reflection goes beyond articulating your experience. It allows you to take a step back to make meaning of the portfolio experience for yourself and the review committee. This component of the CP is not scored as part of the portfolio, but provides important information to the CP Review Committee about your thinking as you constructed the CP, your ability to evaluate and learn from the CP experience, and your ability to set goals for continuing professional development and growth.

For the Portfolio Reflection, create a 4-5 page, double-spaced self-assessment that addresses the following:

- A meta-analysis of the strengths and weakness of the Candidacy Portfolio. In short, highlight the successes/accomplishments as well as the shortcomings of the Candidacy Portfolio. (approximately 2 pages)

- What did you learn about yourself as a student, scholar, and emerging professional? In other words, in what ways does the portfolio explain who you are now as a student and who you are or want to become over time? (approximately 1.5 pages)

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- What will you do in light of the things that you learned from the Candidacy Portfolio? In other words, what can or should you do to continue to grow and improve as a student and a scholar and/or to address weaknesses that you identified during the creation of the portfolio? (approximately 1.5 pages)

Your Portfolio Reflection should use evidence from the portfolio artifacts whenever appropriate and useful for supporting your claims.

Design of the Portfolio

One part of the major requirements of a portfolio is that it displays a set of work in an organized, well-designed, manner. A well-designed portfolio will have the following elements:

- Cover sheet: Use the attached cover page and checklist to make sure you have included all necessary information.
- A Table of Contents that lists the elements collected within the portfolio. Page numbers are not needed for the TOC.

The CP and Emergency Situations

In the incredibly rare case that an emergency, such as a documented health or family emergency, should occur to a student within two weeks of the CP deadline, students may be allowed a short extension to their deadline. Students must meet the deadline given (the new deadline will depend on the nature of the emergency). In the evaluation, the student either passes or fails. The appeal process is the same as described above.

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Candidacy Portfolio Coversheet and Checklist

Name:
Banner ID @
Semester (Fall/Summer) and year Started:
IUP E-mail Address:

Portfolio Checklist

Reply (type) Yes or No to the following statements:

1. I include this page for my cover sheet, followed by a table of contents listing the main parts of the portfolio (you do not need to insert page numbers in the table of contents).

Part 1

2. I have included an original Conference Paper written especially for the Candidacy Portfolio.
3. The Conference Paper is 8-10 double spaced pages, not including the Works Cited.
4. I have annotated each entry on my Works Cited page.
5. I have included a copy of the Call for Papers for the conference I have identified for this Conference Paper.

Part 2

6. I have included a 250-300 word abstract that responds to a regional, national or international conference Call for Papers (CFP).
7. The abstract describes a paper that is significantly different from the CP Conference Paper.

Part 3

8. I have included a 1-page, single-spaced Teaching Philosophy.

Part 4

9. I have included ONE of the following (place an X next to the document you are submitting):

____Revised Coursework Paper, assignment description, and page describing substantive feedback received as well as a summary of the revisions you made to respond to the feedback

_____5-page Grant Proposal and 1-page works cited

Part 5

10. I have included a 4-5 paged, double spaced Portfolio Reflection.

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