

Portfolio Examination Guidelines

for the Master's Degree in Instructional Design and Development

<http://projects.coe.uga.edu/lrieber/department/portfolios/index.asp>

Purpose

The purpose of the *Portfolio Examination* is to provide an opportunity for Masters candidates to present a record of themselves to the Department of Educational Psychology and Instructional Technology faculty for assessment. The *Portfolio* is an electronic compilation of documents, and other materials that represent the candidate's competence in instructional design and development. The *Portfolio* is organized by the following programmatic themes:

- Foundations
- Analysis
- Design
- Development
- Implementation
- Evaluation

Each Masters Degree candidate is expected to be competent in all themes, and proficient in at least two themes.

Alert! As an online public document, be sure **not** to include any sensitive personal information. For example, be absolutely sure not to include social security number, home address or address of any family member, telephone numbers, etc.

Programmatic Themes

Theme	Competency Areas
Foundations	Core knowledge related to instructional technology Emerging approaches in teaching, learning, and technology Technology issues related to culture and community Research methods in instructional technology Managing instructional technology projects
Analysis	Needs assessment Performance assessment Task analysis
Design	Curriculum mapping Instructional design Message design Design tools
Development	Development tools Curriculum development Instructional development Development tools Learning environments design Full motion video production
Implementation	Technology-enhanced classroom environments Web site management
Evaluation	Formative evaluation Summative evaluation Instructional product evaluation

Required Sections for the Portfolio

The required sections for the portfolio are:

1. Current Resume
2. Autobiographical Statement
3. Overview Statement
4. Program of Study
5. Programmatic Themes

1. Current Resume

This document should be the actual resume that you will use to seek employment as you move to the next phase of your career.

2. Autobiographical Statement

This statement should address the following: student educational background; work experience; goals for the program; unique, interesting, or unusual characteristics; objectives for program; work completed during program that fulfilled goals and objectives (including events, projects, or written work, and how these goals were met); professional objectives for the future; how program did or did not meet your professional objectives; and personal vision and philosophy related to the field. The autobiographical statement should be approximately 750-1500 words in length.

3. Overview statement

This statement should state and reflect on the two themes of your program of study, including how the themes fit your goals for your work in this degree program, and how you designed your coursework to fit your themes and goals. The overview statement should be approximately 750-1500 words in length.

4. Program of Study

A detailed breakdown of your program of study is located here. Include the courses you took and the semester in which each was taken. (You are not expected to provide a copy of the actual approved Program of Study document.)

5. Programmatic Themes

Each of the programmatic themes is represented in this section. Present 1 or 2 learning artifacts for each theme. Learning artifacts may include, but are not restricted to: internship documents and products, class projects, papers, videotapes, newsletter articles, a list of professional references, publications, lesson plans, lessons, workshops, seminars, media developed and used in instruction, and projects completed for purposes such as employment. Provide a written summary for each learning artifact included for each theme. Each written summary should explain why the item was included, what the item represents to the candidate, and a self-assessment of the value of the item. Each summary should be approximately 100-250 words in length.

Submission Procedures

The candidate's advisor determines when the portfolio is complete and suitable for review by the committee.

Judgment Criteria

The learning artifacts should correspond to specific instructional goals and performance objectives for the required courses of the Masters Degree in Instructional Design and Development. The content of the learning artifacts should be criterion-referenced assessments that are collected during the process of completing the required courses.

More information about the Portfolio

The Portfolio should contain general information (i.e. from core course work) and specific interest information (i.e. from the context in which candidates see themselves, for example, corporate settings, K-12 schools, higher education, not-for-profit organizations, museums, etc.). For example, if the individual wishes to work in corporate training and has a specific interest in instructional design, the Portfolio should contain at least one piece, which involves instructional design in a corporate training setting.

If submitted work is a result of a group effort, the candidate should state clearly his or her role in the group and what part of the submitted work was completed by the student.

The advisor and candidate will collaborate to determine a portfolio's content. It will be an ongoing process throughout the candidate's program of study.

Due Dates

There are four dates that all students must meet in order to successfully present and defend their portfolios in any particular semester (the actual dates will be published at the start of each semester):

1. All students must register their intent to hold their portfolio presentation with the IDD program administration and schedule the meeting of their final oral exam. The deadline to register is usually around the fourth week of classes. The student will need to have their committee chosen in order to schedule this meeting. The committee consists of three faculty, including the major advisor. Consult with your advisor about guidance on forming a committee. Students who plan on presenting their portfolio are also encouraged to notify their advisors much earlier, at least no later than the start of the semester. The best recommendation is to keep your advisor informed as to your progress throughout the program.

2. All students must deliver their portfolio to their major professor for a preliminary review. The purpose of this preliminary review is for your major professor to verify that the portfolio is complete and presented in a form suitable for review by the committee.

Portfolios that are incomplete cannot be presented to the department for a full review. This deadline is usually around the mid-point of the semester, however all students should consider delivering their portfolio to their major advisor earlier if they feel they will need more time to

make the necessary revisions called for by their advisor. It is important to note that your advisor is not giving final approval of the portfolio, but only attests that it is complete and ready for review by the department. Your advisor, just as other members on the committee and other faculty in the department, will then proceed to review your portfolio in depth. This preliminary review is intended to make sure that no portfolio is presented to the department that is incomplete or generally inadequate.

3. The completed portfolio, verified by the advisor as “ready for review”, must be available to the entire department for review. The deadline is usually one week after the deadline for the preliminary review by the major advisor.

4. The student must defend their portfolio at the final oral exam on the date scheduled as indicated in item 1.

Students who do not meet these deadlines will not be allowed to graduate at the end of the current semester. Therefore, students would be required to register the following semester because one must be registered for at least 3 credits in the semester in which all degree requirements are completed.

Appendix A: Final Examination Form

THE UNIVERSITY OF GEORGIA

College of Education

Department of Educational Psychology and Instructional Technology

REPORT OF FINAL EXAMINATION

MASTER OF EDUCATION

SPECIALIST IN EDUCATION

Date _____

TO: Graduate School, via Graduate Coordinator

NAME: _____

SOCIAL SECURITY NUMBER: _____

MAJOR: _____

The undersigned committee has today administered the comprehensive examination:

_____ Oral

_____ Written

We report that the above student:

_____ Passed with Distinction

_____ Passed

_____ Failed

SIGNATURES:

Advisor _____

Examiner _____

Examiner _____