School of Education
College of Professional Studies
University of Wisconsin-Stevens Point

Master of Science in Education
Comprehensive Portfolio Guidebook

Table of Contents

Portfolio Rationale

During their final academic term of their program, master's degree candidates who are not completing a thesis must submit a comprehensive portfolio. This portfolio will include artifacts and reflections from coursework in the program. It allows students to develop an organized collection of work and thinking that demonstrate content mastery, growth, and evidence that candidates are self-directed and reflective practitioners. Portfolio development is an ongoing process and should be developed through the master's candidates educational program. The portfolio must meet the criteria outlined in this guidebook.

Program Outcomes

Master's degree graduates will demonstrate:

1. The application of graduate-level knowledge in core and research areas, as well as in the chosen emphasis area or, if seeking a general Master's degree with no emphasis area, electives.
2. The ability to integrate content knowledge into curricular, instructional, and assessment strategies for students at different educational levels or in the Master's student applicable professional area.
3. The ability to formulate, implement, and sustain evidence-based practices in an educational or professional environment.

Program Goals

Program goals are skills necessary to achieve the program outcomes.
Master's degree graduates will be able to:

1. Self-direct their personal and professional growth.
2. Respond effectively to differences, equity and diversity, and global learning communities.
3. Align content, pedagogy, and knowledge of students to engage and guide learners as they achieve developmentally appropriate objectives.
4. Improve practice through critical self-reflection, self-assessment, and applied research.
5. Work collaboratively with colleagues, professionals, parents, guardians, families and individuals.
6. Demonstrate skills representative of an educational leader.

Portfolio Components

The portfolio must be submitted in electronic format either as a Google Site or as a Google Doc. Evidence can include audio/video reflections in addition to written work. The portfolio must be viewable in two hours or less. Please follow the guidelines listed below and include all components.

1. **Table of Contents**
   Use page numbers to define each section.
2. **Graduation Plan**
   Graduation plan will include a list of all graduate courses taken as part of the degree. This should have been maintained throughout your program. The template is located HERE.
3. **Program Evaluation Form**
   A link to your evaluation of the courses you took in the program. (Click the link below for the template.)
   Program Evaluation Form
4. **Personal Statement**
   Describe your personal and professional growth throughout your Master's degree program.
3. **Program Goals Reflection**
   Include a two-page reflection summarizing how the program goals have been met. Your reflection should answer the following questions. "How have you achieved the six program goals? How do you, or how will you implement the goals within your current or future work?"
6. **Program Outcomes Cover Sheet**
   Include a link to your program outcomes cover sheet which indicates alignment between artifacts and program outcomes. (Click the link below for the template.)
   Program Outcomes Cover Sheet
7. **Artifacts**
   - Include artifacts from <u>five courses</u> demonstrating mastery of the program outcomes.
     Outcome 1: Include at least one artifact.
     Outcome 2: Include at least two artifacts.
     Outcome 3: Include at least two artifacts. One of the artifacts from Outcome 3 can be from a classroom/work environment and not developed for a course, however includes in the reflection which course(s) provided the foundational knowledge for the development of the artifact.
   - Three of the artifacts must be from Core or Research courses.
   - Two of the artifacts must be from the area of emphasis or electives.
   - Additional artifacts are permitted.
   - If artifacts include any type of student identifying information (photo of face, video or audio recording of voice, or written work) of minors,

names should be removed and proof of permission for use of the article must be attached.

8. **Artifact Reflections**

Provide a reflection for each artifact explaining which program outcomes are demonstrated with the artifact and how your experiences in the development of this artifact helped you meet this outcome. For program outcome 3, the reflection should include a description of how this artifact will help ensure a sustainable impact.

Portfolio Format and Due Dates

The portfolio can be submitted as a Google Doc or as a Google Site, but it is imperative that these links are made public so they can be shared with the UWSP Faculty and Staff who will need to access your work. You can do this by getting a sharable link that will allow anyone with that link access to your Google Doc or Google Site and selecting the "Anyone with the link **can view**" option. For directions on getting this set up click here. Your portfolio should be complete and shared with the director of the Master's program during the last semester/term of coursework. Fall submissions are due by November 1st, Spring submissions are due by April 1st, and Summer submissions are due by July 14th.

Example of Portfolio Format
Click here to obtain a copy of the comprehensive portfolio formatted document.

Comprehensive Portfolio Tutorial
Click here to view the comprehensive portfolio tutorial.

Examples of Artifacts
The following example artifacts are minimally representative of what could be included. Many courses will include assignments that may be utilized as artifacts. For alignment of UWSP courses and artifact examples, please click the link below.

UWSP Courses & Artifact Alignment

Example artifacts for evidence of graduate-level knowledge (Program Outcome 1)

- Written papers in which topics from the core areas or the area of emphasis (with references) are discussed.
- Concept maps that contains between 20 and 50 concept labels and their appropriate relations.
- Digital presentations.
- Projects demonstrating mastery of core knowledge.
- Recorded lessons where the candidate is teaching content knowledge to others.

Example artifacts for integration of content within the field (Program Outcome 2)

- Teaching philosophy statement which includes how the content knowledge in applied within the areas of curriculum, instruction, and assessment.
- A sample unit plan with a minimum of five lessons fully developed that integrates a new content area into an existing class.
- An assessment plan that measures student learning or growth of the target audience. This should include samples assessments (formative and summative), and scoring or rubrics.
- Work that serves as evidence of mastery of the ability to integrate content in the chosen area of emphasis into the chosen professional area.

Examples artifacts for integration and sustainability of evidence-based practices (Program Outcome 3)

- A set of materials to be used in a school district staff development workshop or workshop in the chosen professional field, that would focus on using new instructional and assessment techniques. This should would include the workshop goals, how it will be implemented, how it will be evaluated, and how follow-up will be provided. If possible, present the workshop. The completed evaluation forms from a workshop presented and a summary of the results can be used to supplement the artifact.
- A set of materials (letter to parents, PTA program, packets of material, etc.) to be used by administrators and teachers to educate parents about using new instructional and assessment techniques.
- A differentiation plan that has been implemented in the professional environment and shared with professional colleagues for feedback. Evidence of refinement of the plan based on feedback and implementation is included.

Portfolio Evaluation
Submission Information
The completed portfolio must be in the form of a Google Doc and be submitted via email to soegrad@uwsp.edu. **This is due by November 1st for a Fall graduation, April 1st for a Spring graduation and July 14th for a Summer graduation.** The director will review the portfolio and will ensure it is reviewed by a minimum of two other faculty members in the School of Education. The student will be informed about the evaluations of his or her portfolio as soon as possible. Portfolios will be identified as Exemplary, Satisfactory, or Developing/Emerging as outlined in the included Comprehensive Portfolio Rubric. Portfolios identified as Developing/Emerging must be improved and resubmitted.

Appendix A: Links to Forms

[Program Evaluation Form](#)
[Program Outcomes Cover Sheet](#)

Appendix B: Courses and Artifacts
[UWSP Courses & Artifact Alignment](#)

Comprehensive Portfolio Rubric

	Developing/ Emerging	Satisfactory	Exemplary
Table of Contents, Graduation Plan, Program Evaluation Form, Personal Statement, Program Outcomes Cover Sheet	One or more items are missing or incomplete. Personal statement lacks evidence of growth.	All required items are included. Personal statement provide evidence of growths.	All required items are included. Personal statement provides clear, concise evidence of growth.
Program Goals Reflection	Reflection does not discuss how the program goals were achieved and/or does not align to current or future work. Written communication has errors or is unclear/unorganized.	Reflection addresses how the goals have been achieved with some discussion related to the alignment to current or future work. Writing is clear but may have a few errors.	Clear and thoughtful reflection that describes, in detail, how the goals have been achieved and how the student will align the goals with the current or future work. Writing is free of grammatical errors.
Artifacts	Artifacts are missing or not aligned with program outcomes. Artifacts are not from core/ research/ emphasis-elective area courses.	At least 5 relevant artifacts are included and provide evidence of program outcomes. Artifacts are from core/research/ emphasis-elective area courses.	At least 5 relevant artifacts are included and provide significant evidence of program outcomes. Artifacts are from a core/research/ emphasis-elective area courses.
Artifact Reflections	Reflections do not align the artifact with the program outcomes. Written communication does not demonstrate graduate level work.	Reflections aligns with the program outcomes. Written communication demonstrated graduate level work.	Reflections provide clear alignment between artifacts and program outcomes. Written communication is well organized and demonstrated graduate level work.