

June 15, 2018

Dear Teaching & Curriculum Student:

On behalf of the Teaching and Curriculum (T&C) Portfolio Committee, I am writing to congratulate you for reaching an important milestone in your doctoral coursework and to inform you that you are therefore required to submit your doctoral portfolio by **Monday, September 17, 2018 (11:59 pm)**. Information on the process is below. This letter is also posted on the T&C Doctoral Portfolio Blackboard site.

Purpose of Portfolio Evaluation

The purpose of the portfolio evaluation is to provide feedback on your progress in doctoral studies while still early in the program. The evaluation allows faculty in your program to assess your articulation of a potential research focus and the quality of your writing.

Eligibility Criteria for Submission of Portfolio

Warner policy requires students to submit a portfolio if they have met the following criteria:

1. Completed since matriculation at least 18 credit hours by September 17, 2018.
2. Completed ED 506 (Concepts and Issues in Social Science Research).
3. Completed one additional doctoral level course in Teaching and Curriculum.

You have met these criteria and must submit your portfolio via Blackboard by **11:59 pm on September 17, 2018**. If you have questions regarding your **eligibility** for the portfolio process, please contact Claire Urbanowicz.

Students who are required to submit a portfolio but fail to do so will be judged to have failed the portfolio. A doctoral student whose portfolio is not judged passable after two submissions will be withdrawn from the program.

Incomplete Grades

Students who have incomplete grades in their doctoral coursework must complete that coursework prior to submission of the portfolio. **Students who do not resolve incomplete grades by September 17, 2018 will fail the portfolio evaluation.** If you have questions regarding the status of the grades in any of your courses, please contact your advisor or Registrar Crys Cassano (ccassano@warner.rochester.edu or at 585.273.3383).

Portfolio Registration Process

Candidates must register for the Portfolio Review according to the following criteria:

1. Candidates will register in the fall semester, following notification from the Associate Dean of Graduate Studies that they are required to submit a portfolio, according to the guidelines specified.
2. Candidates will register for the portfolio by program:
 - a. EDE 560 Portfolio Review: Educational Leadership (including Higher Education and Education Policy and Theory) – 0 credit hours
 - b. EDE 561 Portfolio Review: Teaching & Curriculum - 0 credit hours
 - c. EDE 562 Portfolio Review: Counseling & Human Development – 0 credit hours
3. Candidates will receive a grade when the review is complete – Satisfactory (S) or Failure (E).

Portfolio Requirements

Your portfolio must include:

1. A **curriculum vitae or resume**.
2. A **personal narrative** of no more than 5 double-spaced pages (12 point font). In the narrative, you should explain how your coursework and other doctoral experiences have contributed to a coherent trajectory of intellectual growth and scholarship, and you should indicate the future direction of your doctoral study. You should avoid providing a chronological account of your coursework. You should also explain the selection of the two papers you will submit with your portfolio, described in more detail below. If you include a group paper, you should describe your contribution to that paper. You may consult with Writing Support Services to revise drafts of your narrative.
3. **Two papers** that have been submitted for doctoral coursework at the Warner School. At least one of these papers should be single-authored and contain a section that reviews academic literature. You should include both a copy of the paper that has the professor's comments as well as any subsequent revisions of the paper.

Submission Process

Candidates are required to submit their portfolio via Blackboard. Please log into your Blackboard home page: (<https://learn.rochester.edu>) to begin the process. In your "Courses" area you will find a new Warner School Course:

Warner School T & C Doctoral Portfolio/Comp– Your name. Click on the Doctoral Portfolio Button and you will find a folder with your name. Click on that folder and you will find subfolders into which you will upload your materials.

Please follow the directions carefully and submit your completed materials by **11:59 pm on September 17, 2018**. If you need to scan materials such as your papers, scanning equipment is available in the Warner computer lab. **If you have questions regarding your portfolio submission on Blackboard, contact Kristine Mager (kmager@warner.rochester.edu).**

Evaluation Process

The portfolio will be evaluated by the faculty in your program. This will allow input from your advisor as well as professors whose courses you have completed.

Advisor/Faculty Role in Portfolio Preparation

It is recommended that you speak with your advisor about preparing your portfolio narrative and selecting the papers you will include in the portfolio; however, your advisor is not permitted to review your narrative before submission. You may consult Writing Support Services to review drafts of the narrative.

Notification of Results of Portfolio Assessment

The program will communicate the results of the portfolio evaluation in a letter by **October 31, 2018**, that will include the decision to pass or fail the portfolio as well as specific feedback and suggestions for students in terms of their writing and their scholarly direction. There are four possible decisions:

1. **Pass**, in which the student's progress has been deemed acceptable or even exemplary, and there are no qualifications or conditions;
2. **Qualified Pass**, in which the student's progress has been deemed acceptable, but the faculty felt there were concerns that needed to be addressed;
3. **Conditional Pass**, which means there is a condition that must be met before the portfolio is considered a pass; and
4. **Fail**, in which case the student will receive a second (final) opportunity to submit and pass the portfolio.

Procedures Following Notification of Results

Students who pass the portfolio are expected to meet with their advisor to receive further feedback about the portfolio's contents and the feedback indicated in the letter. Students receiving Conditional Passes or failing the portfolio will receive specific feedback about what steps need to be taken to improve the portfolio for the second submission, which has a deadline of **May 6, 2019**. Students should also meet with their advisor to discuss the feedback.

I realize that submitting the portfolio may appear imposing, but I am confident it will be a valuable opportunity to receive feedback from the faculty in your program. If you have questions about this letter or any other issue concerning the portfolio, please contact Claire Urbanowicz.

Sincerely yours,



Brian O. Brent
Earl B. Taylor Professor
Associate Dean of Graduate Studies