

June 6, 2019

Dear Teaching and Curriculum Candidate:

On behalf of the Teaching and Curriculum (T&C) Portfolio Program, 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 16, 2019 (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 progress to date, your articulation of a potential research focus, and your academic 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 16, 2019.
2. Completed ED 506 - Concepts and Issues in Social Science Research.
3. Completed one additional doctoral level course in Teaching and Curriculum.

If you have met these criteria you must submit your portfolio via Blackboard by **11:59 pm on Monday, September 16, 2019**. If you have questions regarding your **eligibility** for the portfolio process, please contact Claire Urbanowicz (curbanowicz@warner.rochester.edu).

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 A doctoral student whose portfolio is not judged passable after two submissions will be involuntarily withdrawn from the program.

Incomplete Grades

If you are taking a course in Summer 2019 that is included in the required 18 credit hours and receive an incomplete grade in the course, you are no longer be eligible to submit a portfolio in Fall 2019. Again, if you have questions regarding your **eligibility** for the portfolio, please contact Claire Urbanowicz (curbanowicz@warner.rochester.edu).

Purpose of the Portfolio Evaluation

The purpose of the portfolio evaluation is to provide you with feedback on your progress. Specifically, the evaluation allows the T&C faculty to assess, at an early point in your program, (1) the appropriateness of your Program of Study; (2) the quality of your writing, (3) your course grades, and (4) your anticipated research focus.

Portfolio Registration Process

Candidates must register for the Portfolio Review as follows:

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 EDE 561 Portfolio Review: Teaching & Curriculum – 0 credit hours.

Portfolio Requirements

Your portfolio must include the following materials:

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 "Continuous Courses" area you will find a new section: **T & C Doctoral Portfolios and Comps**

There you will find a course named: **Warner School TC Doctoral Portfolio/Comps - Your last 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 16, 2019**. 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 T&C faculty.. 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. 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, 2019**, 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 candidate's progress has been deemed acceptable or even exemplary, and there are no qualifications or conditions;
2. **Qualified Pass**, in which the candidate's progress has been deemed acceptable, but the faculty felt there were concerns;
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.

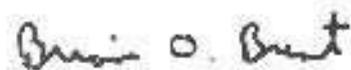
Candidates will receive a grade when the review is complete – Satisfactory (S) or Failure (E).

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 4, 2020**. 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 (curbanowicz@warner.rochester.edu).

Sincerely yours,



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