Appendix I: Portfolio Checklist
This form is for your use only and is not to be included in the final portfolio submitted to the department.

Master's Portfolio Checklist

1. Publications
   a. Single or co-author manuscript that is acceptable (as determined by the student’s major professor and advisory committee) for submission or that has been submitted to a peer-reviewed, scholarly journal.

2. Presentations
   a. Single author or co-author presentation at meetings of state/national/international academic/professional organization
   b. Copy of acceptance letter or program page
   c. Complete Citation for the presentation in APA format

2. Teaching and/or Outreach (Document one of the following)
   a. Four guest lectures in undergraduate or graduate level courses and supporting documentation (See Appendix J for guest lecture evaluation sheet)
   b. Involvement in a programmatic series of 2 to 4 presentations for local service agency with supporting documentation
   c. Involvement in on-going (at least 40 hours) clinical/work/outreach in an institutional setting with a specialized population with supporting documentation
   d. Involvement in research evaluation for a specific program, including creation of an evaluation report with supporting documentation
   e. Involvement in production of a significant document for outreach purposes or an outreach publication with supporting documentation

3. Leadership and/or Citizenship (Both “A” and “B” are required)
   A—Professional Association Membership
       Maintaining membership in a professional society beginning from the first year in the program
   B—Participation in leadership and/or professional activities (two of the following are required and other activities may be added with approval from the student’s advisory committee)
       a. Reviewing proposals for presentations or publications
       b. Service on departmental, university, outreach, or professional organizations committees
       c. Membership on professional or service organization boards
       d. Volunteer work at state, multistate, or national conferences
       e. Election to office in a state, multistate, or national organization
       f. Appointment or election for committee involvement in state, multistate, or national organization
       g. Moderation of a session at a state, multistate, or national meeting
       h. Significant involvement in the Graduate Student Organization
       i. Significant involvement in the planning and implementation of Quint State
       j. Other
       k. Other
       l. Documentation for activities

4. Other Professional Accomplishments
   Documentation of other professional accomplishments: