

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: