



Preparing Your Personal Portfolio

The Personal Portfolio involves a narrative statement of previous experiences as well as personal, educational, and professional goals related to the degree being pursued. The purpose of the Personal Portfolio is to organize one's life experience into a single document that the Admissions Office can use to evaluate the applicant and assign credit as appropriate.

You may be asked to supply supportive transcripts, copies of training certificates, awards, letters, etc. Any formal documentation you have is appreciated and helpful.

For each experience you describe, it is important to include:

1. Appropriate dates
2. Number of hours involved
3. The qualifications of the instructor or supervisor (*if applicable*)

IMPORTANT: In narrative discussions of previous experiences (A through G below), include only those references applicable to the degree subject matter.

a) Under a heading of **PREVIOUS EXPERIENCE – INSTRUCTION**, note the institution(s) attended. For each institution reference, list majors and minors (as well as subjects studied, with descriptions and dates). This heading also includes formal learning through correspondence extension courses, continuing education, or any educational setting where units were assigned or for which transcripts were provided. If no credit was awarded, list number of hours in attendance. Please send official transcripts of formal academic work.

b) Under a heading of **PREVIOUS EXPERIENCE – INDEPENDENT STUDY**, provide brief summaries of those experiences that are not included in formal educational programs. Specify the approximate number of hours involved in each experience.

c) Under a heading of **PREVIOUS EXPERIENCE – WORK LEARNING EXPERIENCE**, identify those learning experiences from your employment history that you believe deserve academic credit. Indicate the hours involved and subjects covered.

d) Under the heading of **PREVIOUS EXPERIENCE – RESEARCH METHODS**, identify any past activity and knowledge gained from conducting research. Describe briefly the subject of the research, the design methodology, the data analysis process, the results, and cite report references and disseminations of findings. *(Can omit this section if not applicable for you.)*

e) Under the heading of **PREVIOUS EXPERIENCE – PRESENTATIONS**, identify any books, manuals, articles you have written, as well as audio-visual productions etc., listing titles and one paragraph descriptions for each piece of work. *(Can omit this section if not applicable for you.)*

f) Under the heading of **PREVIOUS EXPERIENCE – INTERNSHIP(S)**, describe any internships (paid or unpaid), hours worked, and summarize what was learned from each. *(Can omit this section if not applicable for you.)*

g) Under the heading of **FUTURE GOALS AND DIRECTIONS**, describe the vision of the kind of future you hope to achieve; e.g., include a discussion of your personal, educational and professional goals or direction. Describe both immediate and long-term projections. Be thorough — we want to get a personal sense of who you are!