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## **THE 7 SECRETS FOR PUTTING TOGETHER AN EFFECTIVE PORTFOLIO**

1. Review the personal portfolio instructions and sample portfolio. You will want to be very thorough in your portfolio creation, listing as much relevant learning experience as possible (relevant to the course work required in the program).
2. Review the list of required courses. First determine what educational or workshop type training experience you have had that might go towards fulfilling that course's requirements. Then brainstorm all of your other training or professional experience that might apply to those courses. Remember, the University is on your side. IUPS wants to honor you with credit for the relevant learning you have done in your work and life. That is a central part of our outlook on prospective students. Please note that it is also possible to be assigned partial credit for relevant learning. Even if you do not have significant experience in a given area, you may have enough to get at least one credit.
3. Electives. As you may have noticed, the electives listed are called "suggested electives". That list is in no way comprehensive. For instance, there are numerous coach training courses out there that could qualify for credit. Please follow the same process we described for the required courses, but for electives, including all of the other training you have had that might qualify for elective course credit (using your best judgment on what is applicable). Should the Admissions Committee not grant credit for some of those experiences, you will have the opportunity to follow-up with the Committee to revisit those items prior to your Academic Study Plan being finalized.
4. Think about key books and video trainings you have read or watched outside of a formal training setting. Certain relevant books and videos have been part of gaining knowledge in your field. Listing them might assist the Admissions Committee in getting an idea of the breadth and depth of your experiences.
5. Portfolios that are very wordy can be less effective. Please refrain from making the Admissions Committee sort through any excess material, so as to possibly overlook what is truly relevant and miss an opportunity to assign applicable credit. Rather, make each item brief and concise so that it is easy for the Committee to see the essence of the training or experience you are writing about.
6. Before you send in your personal portfolio, meet with a significant other or someone who is familiar with your work and educational experience. Ask them for feedback, which may help to give you perspective.
7. Remember that credit granted serves to lower the cost of your tuition. However, please do not invent training. If the Committee questions something, they may ask you for clarification or more information, as we want you to get the most out of your experience at IUPS.