



7 Secrets for Putting Together an Effective Portfolio

1. Review the personal portfolio form and sample portfolio. You will want to be very thorough in your portfolio creation, listing as much relevant learning experience as possible (relevant to your field of study).
2. Review the list of required courses. Determine what educational, training, or professional experience you have had that might apply to that course's requirements. 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. Include something even if you question it!
3. Electives. As you may have noticed, the electives listed are called "suggested electives". That list is in no way comprehensive, as there are numerous topics that can qualify as credit within a field of study. Please follow the same process we described for the required courses but for electives.
4. Think about key books and video trainings you have read or watched outside of a formal training setting, as these may have contributed to gaining knowledge in your field. Listing them will assist the Admissions Committee in getting an idea of the breadth and depth of your experiences.
5. Portfolios that are overly wordy can be less effective. Make each item concise so that it is easy for the Committee to understand the essence of the training or experience that you are writing about.
6. Be sure to include hours for each item, so that the Committee can further assess the extent of your learning. You can give your best estimate if necessary.
7. 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 on what you might have forgotten to include.

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.