**e-Portfolio**

Create your recipe for success. From fall 2017, all NEW enrollees to the Human Services (HUSV) major, or the Family Studies & Human Development (FSHV) Major, will be required to create an e-portfolio.

**Did you enroll as a Major in either the Human Services, or Family Studies & Human Development Programs in fall 2017 or after?**

From fall 2017, all NEW enrollee's to the Human Services (HUSV) major, or the Family Studies & Human Development (FSHV) Major, will be **required** to create and submit an e-portfolio prior to graduation.

*For those enrolled prior to fall 2017 - this is an option, not a requirement.*

**What is an ePortfolio?**

An ePortfolio (electronic portfolio) is an electronic collection of evidence that shows your learning journey over time. Evidence may include writing samples, photos, videos, research projects, observations by mentors and peers, your internship report, and reflective, critical thinking. The key aspect of an eportfolio is your reflection on the pieces of work you select to showcase; such as why it was chosen and what you learned from the process of developing your eportfolio. (Adapted from Philippa Butler’s [**“Review of the Literature on Portfolios and Electronic Portfolios”**](https://akoaotearoa.ac.nz/download/ng/file/group-996/n2620-eportfolio-research-report.pdf) (2006), page 2.) An ePortfolio is not a specific software package, but more a combination of process (a series of activities) and product (the end result of the ePortfolio process).

**Time Frame**: Files, documents, representative assignments, images, and reflections are to be collected over the course of students' progression through their degree program

Course Syllabi will identify potential assignment inclusions, for your portfolio. The assignments identified within each course syllabus will correspond to specific program level expected learning outcomes (ELOs)

Portfolios will be presented in the Senior Capstone course (HUSV 498), which can **only be completed in the final semester of your senior year**.
The successful completion of your portfolio is a graduation requirement.

***Primary goals for the Portfolio:***

1. To demonstrate mastery of program level competencies ([**expected learning outcomes**](http://human-services.azcast.arizona.edu/content/expected-learning-outcomes))

2. To facilitate the development of an integrated body of work from which to apply to human service practice;

3. To demonstrate growing levels of competency in relevant aspects of human service theory and practice; and

4. To assist the student in preparing a professional digital profile, appropriate for job searches and/or application for advanced study.

***Portfolio Components:***
**1. Demonstration of Academic Learning**

A. Course‐specific assignments which serve as evidence of mastery of program level competencies

One assignment is required per competency, but you are encouraged to include more than one to demonstrate a wide variety of skills, knowledge, and confidence gained.

This is where you showcase your best work, and demonstrate learning by comparing and reflecting on first drafts and final submissions.

*Check back in soon - a table listing course assignments with associated program-level learning objectives will be posted here, to help you select appropriate assignments for inclusion in your portfolio.*

B. Reflective writing on your learning experiences within the program. You may choose multiple formats for your reflective components: written; video; diagram.....

C. Civic engagement

D. Self-critique of your work and accomplishments

E. Peer evaluations

**2. Professional Development**

A. Professional Resume**\***

B. LinkedIn Page**\***

C. Interview Practice

D. Professional Training Certificates (if applicable)

E. Professional Memberships (if applicable)

**\***These components of your e-portfolio will be addressed in the senior capstone coursework (HUSV 498)

**3. Self-Care Plan**

Support for developing your self-care plan will be provided in the online component of your Internship Course: HUSV 493.

***Portfolio Platform:***

The platform for you to build your portfolio in is **[Portfolium](https://portfolium.com/%22%20%5Ct%20%22_blank),**you can begin to explore Portfolium at any time. Once you sign up you will have access to a number of tutorials to help you get started. However, please note you do not have to begin compiling your portfolio until your *final semester* when you will enroll in **HUSV 498.**

**Preparing components (artifacts) for your portfolio**

1. Save ALL assignments from your classes. Ideally you should also save the assignment instructions, instructor feedback, and score.

2. When you save your assignments, be sure to give them descriptive titles including course code, number, and assignment title

3. As a UA student you have access to free cloud storage, you can sign up for this here: [**Free UA Cloud Storage**](https://it.arizona.edu/service/boxua)

4. Be sure to store all of your assignments using cloud storage - this will allow you to easily and safely store, organize, and then find your assignments when needed. Please do not rely on your personal computer or a flash drive for storage.

5. Create an index document that you will store with your assignments and update regularly. An index document created for each of your classes will help you be even more organized. An example is provided below of the information that will be useful to have in your index document.

| **COURSE** | **ASSIGNMENT** | **ASSIGNMENT GOAL** | **COMMENTS** | **FILE NAME** |
| --- | --- | --- | --- | --- |
|  HUSV301 |  Discussion 2: Functions of Human Service Professionals | Determine the abilities of human service professionals in supporting the goals of care and/or treatment for one of the following functions: social care, social control, rehabilitation |  Score: AAssignment included submitting a relevant current news item |  HUSV301\_Disc2\_HUSVFunctions |

In Fall 2019 an orientation video will be available to provide an overview of the portfolio requirements.

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# HUSV 498: Senior Capstone

All Human Services majors will create a digital portfolio that documents their developing knowledge, skills and professional values. The portfolio also serves as an evaluation tool of students' attainment of the Humans Services Degree expected learning outcomes (ELOs)

***What is an ePortfolio?***An ePortfolio is an electronic collection of artifacts (course assignments, evidence of professional & career development trainings and certifications, reflections) that demonstrate your learning journey over time. Artifacts may incorporate writing samples, photos, videos, research projects, observations by mentors and peers, your internship report, self-care plan, and reflective, critical thinking. The key aspect of an ePortfolio is your reflection on the artifacts you select to showcase; and how/why they align with the program level expected learning outcomes. For further information on ePortfolios, refer to Philippa Butler’s [“Review of the Literature on Portfolios and Electronic Portfolios”](https://akoaotearoa.ac.nz/download/ng/file/group-996/n2620-eportfolio-research-report.pdf) (2006), page 2.)

***Time Frame***: Files, documents, representative assignments, images, and reflections are to be collected over the course of students' progression through their degree program.

As a guide, course Syllabi will identify potential assignment inclusions, for your portfolio. The assignments identified within each course syllabus will correspond to specific program level expected learning outcomes (ELOs). However you are free to include any assignment that you determine is in alignment with the ELOs.

Portfolios will be presented in the Senior Capstone course (HUSV 498), which can **only be completed in the final semester of your senior year**. The successful completion of your portfolio is a graduation requirement.

*Primary goals for the Portfolio:*1. To demonstrate mastery of program level competencies (Expected Learning Outcomes; ELOs)

2. To facilitate the development of an integrated body of work from which to apply to human service practice;
3. To demonstrate growing levels of competency in relevant aspects of human service theory and practice; and
4. To assist the student in preparing a professional digital profile, appropriate for job searches and/or application for advanced study.

## Portfolio Components:

### 1. Demonstration of Academic Learning

* Course‐specific assignments (selected by you) will serve as evidence of mastery of program level competencies (Expected Learning Outcomes - ELOs).
* Assignments of your choice are selected and aligned with core competencies of the Human Services program (ELOs). The core classes in the Human Services program are: HUSV 301, HUSV 310, HUSV 326, AEDV 310, FSHV 384, FSHV 408, HUSV 493, and HUSV 498. Assignments from these core classes must be represented in your alignment with core competencies.
* Here you will demonstrate the wide variety of skills, knowledge, and confidence you have gained during your time in the Human Services program. This is where you will showcase your work and demonstrate learning by comparing and reflecting on first drafts and final submissions, and/or instructor and peer feedback where appropriate.
* Reflective critical thought on your learning experiences within the program. You may choose multiple formats for your reflective components: written; video; diagram, audio. You are encouraged to be creative to further demonstrate your skills.
* Civic engagement. Reflections should also demonstrate your commitment to the Human Services profession and the Human Services ethical standards
* Self-critique of your work and accomplishments through introspection and deep reflection

### 2. Professional Development

* Professional Resume**\***
* LinkedIn Page**\***
* Interview Practice
* Professional Training Certificates (if applicable)
* Professional Memberships (if applicable)

**\***These components of your e-portfolio will be addressed in the senior capstone coursework (HUSV 498)

### 3. Self-Care Plan

* Support for developing your self-care plan will be provided in the online component of your Internship Course: HUSV 493.

## Portfolio Platform:

The platform for you to build your portfolio in is [Portfolium](https://portfolium.com/%22%20%5Ct%20%22_blank)**,**you can begin to explore Portfolium at any time. Once you sign up you will have access to a number of tutorials to help you get started. However, please note you do not have to begin compiling your portfolio until your *final semester* when you will enroll in **HUSV 498.**

## Preparing Components (Artifacts) For Your Portfolio

1. Save ALL assignments from your classes. Ideally you should also save the assignment instructions, instructor feedback, and score.
2. When you save your assignments, be sure to give the files descriptive titles including course code, number, and assignment title
3. As a UArizona student you have access to free cloud storage, you can sign up for this here: [Free UA Cloud Storage](https://it.arizona.edu/service/boxua)
4. Be sure to store all of your assignments using cloud storage - this will allow you to easily and safely store, organize, and then find your assignments when needed. Please do not rely on your personal computer or a flash drive for storage.
5. Create an index document that you will store with your assignments and update regularly. An index document created for each of your classes will help you be even more organized. An example is provided (below) of the information that will be useful to have in your index document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Course**  |  **Assignment** |  **Assignment Goal** |  **Comments** |  **File Name** |
|  HUSV 301 |  Discussion 2 Functions of Human Service Professionals |  Determine the abilities of human service professionals in supporting the goals of care and/or treatment for one of the following functions: social care, social control, rehabilitation |  Score: AAssignment included discussing a relevant current news item- lessons learned from this assignment- relevant instructor or peer feedback |  HUSV301\_Disc2\_HUSVFunctions |