

## Checklist for e-Portfolios, Parts and Requirements

Your portfolio must contain the following parts and meet the following requirements:

### A. Formatting Elements

- Paper size 8 ½" x 11" (portrait presentation)
- Text:
  - Font – Calibri, Arial or Tahoma
  - 12 pt – bolded only to identify categories
  - Double space autobiography and/or narrative sections
- Number pages of front-end pieces and learning statements.
- Place your name and student ID# as a header or footer of each page excluding supporting documentation.
- Orient learning statements to portrait rather than landscape layout.
- Include no numbers or bullets in learning statements.

### B. Sequential Layout Guidelines

- Cover Page (optional)
  - Cover Page must include Student Name and ID# and program name.
  - Cover Page allows for, but does not require, creativity related to title of portfolio, display of photos, or graphic layout. Refer to [virtual portfolios](#) for suggested format.
- Declaration Page. [Available](#) for download.
- Table of Contents. This is a very important part to clearly organizing the portfolio. This you will create to guide you in properly referencing and naming your documentation in the e-Portfolio. You will not be uploading this document to the e-Portfolio but should develop it to ensure your organization and presentation of information is clear. **You will share this TOC with your mentor during portfolio preparation.** Do not adjust your TOC after it has been approved without further consultation with your mentor.
  - Refer to program and course-based examples:
    - [Table of Contents - Program-based](#) (PDF - 80KB)
    - [Table of Contents - Course-based](#) (PDF - 84KB)
- DegreeWorks Worksheet (Program Planner). Current program plan indicating courses completed, in process and transferred.
- Front-end Pieces. Examples are available in [handbook](#), [virtual portfolios](#) and on [website](#).
  - Résumé. Current professional examples in [virtual portfolios](#).
  - Autobiography

- Critical Incident (optional)
- Learning Statements Document
  - Refer to website and handbook for guidelines specific to program-based and course-based approaches.
- Supporting Documentation
  - Group according to document type. See the [virtual portfolios](#) for examples.
  - Refer to table of contents samples above for organization of documentation.
  - A maximum of 3-5 letters of attestation is suggested. (See pages 25, Handbook.)

### **C. Organizational Tips**

- Use a separate tab for each document and reference each tab in the Table of Contents.
- Please note: Cover Page and Declaration Page are separate documents.
- Ensure copies of certificates are clear and display all information required as supporting documentation.
- When using large documents as supporting documentation, insert only the pertinent aspects of these documents in the portfolio. Ensure that the original document is appropriately referenced.
- Pictures: If pictures are used in the body of the portfolio, please keep them to a minimum and use only if relevant to the learning. Check with mentor if in doubt.
- Confidentiality: Ensure references to any individual(s) or pictures of individual(s) are accompanied by appropriate permissions. Alternatively, remove identifying information from the portfolio.
- IMPORTANT NOTE: No changes, additions, or deletions to portfolio documents or organization should be made after your mentor has reviewed and approved your portfolio prior to submission.