

**Inter-University Doctoral Program in Educational Studies  
Initial Portfolio Agreement Form**

Throughout the first four semesters of their program (July-June), doctoral students will assemble a scholarly portfolio, which they will submit for examination by their supervisory committee and an External Examiner<sup>1</sup> before undertaking their Proposal and Dissertation (GEDU 9100/EDUC 899Z and 8990). Mainly for pedagogical reasons, doctoral students may choose to delay the completion and presentation of their portfolio until the next year. Doctoral students will compile the elements of this portfolio in negotiation with their supervisor, under the auspices of their supervisory committee. The elements of the portfolio may stem from the letter of intent, orientations for the portfolio process provided during the courses, discussions with the supervisor, and engagement and interactions within the doctoral community of learners.

To ensure relevancy and rigour, both the doctoral student and the supervisor will complete and sign this *Initial Portfolio Agreement* form by April 30<sup>th</sup> of the first year of study, after completion of the course work. Students and supervisors should be having conversations about the portfolio artifacts by the end of January of the first year of study. The doctoral student also will prepare and submit with this form an initial draft of their narrative. The mid-way, in-progress assessment will be conducted in reference to this initial agreement, appreciating that original, agreed to artifacts in the portfolio may change with the approval of the doctoral student and the supervisor. Normally, doctoral students will include two or three items from each of the five areas, to a minimum of 10 and a maximum of 15 items. Use additional pages if table space below is insufficient. Examples of appropriate artifacts for each of the five areas of knowledge are available at the PhD website <http://www.nsphteducation.ca>.

Five Areas of Knowledge	Artifact #1	Artifact #2	Artifact #3
General Knowledge (theory and trends)			
In-Depth Knowledge of Themes(s)			
Research Knowledge and Competencies			
Professional and Collegial Competencies			
Teaching and Instructional Competencies (academic readiness)			

**Doctoral Student's Approval: Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Supervisor's Approval** (normally in consultation with Committee members) \_\_\_\_\_

**Date:** \_\_\_\_\_

This form will be filed with the Doctoral Program Office.

Form Revised May, 2016

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<sup>1</sup>Although the Portfolio External Examiner will not be involved in the development of the portfolio, he or she will be expected to have read it carefully and be prepared for the presentation.