



Inter-University Doctoral Program in Educational Studies

Portfolio Notice

The members of the Supervisory Committee, as well as the External Examiner, acknowledge they have received the Portfolio<sup>1</sup> from the student below in preparation for the final oral examination.<sup>2</sup> Supervisor signature confirms acknowledgement that contents of Portfolio may change before the presentation date.<sup>3</sup>

Student Name: \_\_\_\_\_

Home University: \_\_\_\_\_

Date & Time of Presentation: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Committee Members: \_\_\_\_\_

External Examiner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

<sup>1</sup>Contents of the Portfolio are to be negotiated with the Supervisor under the auspice of the Supervisory Committee. Contents reflect evidence of competency in five principle areas: general knowledge, in-depth knowledge, research knowledge, professional and collegial competencies and teaching and instructional competencies.

<sup>2</sup>Normally, by June 30<sup>th</sup>, in the student’s first year of the program, the student will have completed the portfolio (with an option to extend this to the end of the second year). In consultation with each of the student, the Supervisory Committee and the External Examiner, the IDAC will set a presentation date for the Portfolio Examination, usually in July of the same year.

<sup>3</sup>Along with the *Portfolio In-Progress Assessment* form, and the 10-15 *knowledge artifacts* required for the Portfolio, the student will prepare a 4,000 word narrative setting out the rationale for how and what material(s) were selected for inclusion in the Comprehensive Portfolio. The student will prepare the initial draft of the narrative by July 31<sup>st</sup> of their first year and continue to update it until s/he submits the final version for examination. Should any Committee member wish the student to revise or address concerns before sending the Portfolio to the External Examiner, these concerns shall be communicated in writing to the student in time to enable the student to address them. Should the student wish to revise artifacts, s/he shall undertake these tasks in sufficient time to allow for the Committee to review the new material. As well, the student will need to revise the 4000 word Narrative to reflect any changes. It is **this version** of the Portfolio that is submitted to the Supervisory Committee and External Examiner for examination.

1-2 sentence description of the portfolio for the presentation notice:

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Presentation will be done using Collaborate. Links will be sent to the student and supervisor when notice is sent out of the presentation.

Supervisor Signature: \_\_\_\_\_

Presentation to be recorded

The supervisor signature serves as confirmation from the supervisor, committee and student that the above time and date for the presentation has been agreed upon.