

Political Science MA Program **ePortfolio Manual**

Department of Government and Justice Studies,
Appalachian State University

2022- 23 Academic Year

Overview: What is an ePortfolio?

Think about your TIME in the Political Science graduate program. Reflect on WHAT you've accomplished during this time and WHERE this journey has taken you. Document and describe the skills and knowledge you have gained, and that might make you the best candidate for your dream job. The intended audience is Political Science faculty as well as prospective employers.

During their final semester in the program, students are expected to submit an ePortfolio and receive a passing grade. The portfolio asks students to assemble artifacts, assignments, and other text, video, or audio materials that demonstrate analytical, conceptual, communication, and professional skills in line with the four program goals and related student learning outcomes (SLOs). See Assessment section below for details. Students will be asked to write a reflection essay explaining how the various artifacts included in their portfolio illustrate a particular skill.



Required Components

The ePortfolio must include the following components, presented in the order listed below.

1. Introduction and Reflection Essay:

The first section of the portfolio contains a brief description of yourself (name, concentration, degree, expected graduation date, etc.) and a reflection essay. The essay should be no more than 2-pages long and should address the following:

1. *What skills have you developed during your time in the program?*
2. *How do the artifacts included in your portfolio illustrate these skills? Clearly explain how each artifact demonstrates one or more of these skills and competencies (as defined in the Program Goals and Student Learning Outcomes at the end of this document).*

2. Revised Assignment

Students are asked to include a revised course assignment from one of their core seminars. Multiple versions of the assignment (pre and post-revisions) must be included. For example, one that shows the original submission and one that represents a revised, improved version of the assignment. The revised copy should demonstrate ability to incorporate faculty feedback and integrate material across classes. The faculty feedback/comments on the original (unrevised) assignment may be included, if available. These can help reviewers see the range and nature of revisions that have been undertaken. The chosen assignment must be at least 5 pages in length.

3. Artifacts


This includes evidence of the skills and knowledge described in your reflection essay. It is recommended that students include a diverse set of artifacts from both core and elective seminars, internships and other professional engagements or volunteer experiences.

4. Current Resume

Upload a current copy of your resume or curriculum vitae. Include the **date** the resume was last updated. Students are encouraged to consult the AppState's [Career Development Center](#) services in polishing their resume.

5. Sample Cover Letter for a Job Application

A sample cover letter is the final page or section of the portfolio. This letter should clearly specify the position and organization to which the student is applying/ intending to apply to. It can be a



letter students have already used, or a sample letter for applying to a “dream” position. Students are invited to utilize the [Career Development Center](#) services in preparing the cover letter.

Preparation

Begin working on your portfolio as early as possible, preferably during your first semester in the program. The final product should be a [showcase portfolio](#) that includes selected artifacts and reflective writing highlighting the best work completed during your time in the program.

Students are invited to select an open-access platform for developing their portfolio, including but not limited to:

[Aportfolio](#) (this option is being phased out)

[Google Sites](#)

[WordPress](#)

[SquareSpace](#)

[Weebly](#)

[Wix](#)

Students are encouraged to attend the Q&A Portfolio Session (to be announced via email), offered once a semester as a means for obtaining feedback and getting their portfolio finalized prior to submission.



Submission

Students must submit the final version of their portfolio to the program director by the due date. Unless otherwise specified, portfolios will be due the first Friday of November (for fall semester) and the first Friday of April (for spring semester) every year.

Students are expected to both email their portfolio page and upload a link to the MAPS AsUlearn page by the specified deadline.



Assessment

A three-member committee, comprised of one faculty from each concentration, will assess each portfolio using the attached [ePortfolio Rubric](#). Students not meeting the minimum criteria for passing will be asked to revise and resubmit their portfolio.



MAPS Program Goals and Student Learning Outcomes

1 Goal

Students will acquire methodological and analytical skills utilized in political science.

1.1 Outcome

Students will identify and apply methodological approaches appropriate for political science research in general, and their specific concentration in particular.

1.2 Outcome

Students will formulate scientific/analytical question(s) of relevance to political science and develop a research design to answer the question(s).

1.3 Outcome

Students will show analytical and statistical skills necessary for professional employment or acceptance into a PhD. program.

2 Goal

Students will acquire and utilize content relevant to the political science discipline.

2.1 Outcome

Students will describe and discuss concepts and theories employed in political science.

2.2 Outcome

Students will apply theoretical perspectives to analyze different political phenomena and ethical issues in the discipline.

2.3 Outcome

Students will distinguish between the scientific study of politics and personal political opinions.



3 Goal

Students will communicate effectively in written and verbal contexts with diverse populations.

3.1 Outcome

Students will prepare well-documented, cited, and properly-formatted written communication of political science content.

3.2 Outcome

Students will present effective and compelling analyses of political science phenomena in verbal contexts.

3.3 Outcome

Students will employ clear and appropriate communication to address specific audiences (e.g., lay, peer, professional).

4 Goal

Students will display professional behaviors in academic and applied settings (e.g., internships, experiential learning environments).

4.1 Outcome

Students will cultivate skills and experiences necessary for professional networking and development.

4.2 Outcome

Students will participate in practical and experiential learning opportunities relevant to political science (e.g., internships, conference presentations, study away courses).

4.3 Outcome

Students will interact effectively and work collaboratively with people of diverse backgrounds

Table linking each artifact to the SLOs

Artifact	SLOs and program goals
1 Name of artifact	Explanation of what skills and competencies under the SLOs it illustrates.
2...
3	