

## **PORTFOLIO REVIEWS 2010**

Who: 3<sup>rd</sup> year BUPD students  
First year MURP (both 36 and 48 hour track)

What: A portfolio of written, analytical, and presentation/graphic work must be reviewed and approved before the student is eligible for an internship.

When: Portfolios will be due in Department Office at 5:00 p.m. Monday, January 25.

Portfolio Reviews will take place starting Monday, February 15. There will be a sign-up sheet in the office for half-hour time slots.

How: Graduate MURP students will need to sign up for PLAN 690 (0 hours) to get credit for the portfolio review. Undergrad BUPD students do not have a separate course number, but still need the review.

### **PORTFOLIO FORMAT and REQUIREMENTS**

Portfolio MUST include the following:

- Cover letter (addressed to hypothetical internship/regular employer)
- Up-to-date resume and contact info
- Up-to-date transcript

Examples of written, analytical and presentation work organized in that order and clearly labeled and identified.

Examples of written work may include material from course outside department.

Examples of analytical work are not limited strictly to quantitative analysis, but may include site or project analysis, etc – the point is your ability to clearly determine meaning from raw data and information.

Examples of presentation ability may include graphics, power points, and finished reports – anything that demonstrates ability to summarize, present, and argue a planning position.

Examples of group work are acceptable, so long as there is a clear indication of the student's SPECIFIC part in preparing this work.

The portfolio will be submitted to us in hard document form. You may well want to have it in electronic form for actual distribution once it has been approved.

Portfolio SHOULD also include the following:

Should be in a simple binder, easy to read and follow without having to unzip, extract material from slip-covers, etc.

Should have separators and indication of contents to clearly guide the viewer to different categories of material.

Should have a descriptive cover page for each example, explaining, for example, to what assignment it was responding, etc.

Portfolio MAY also include the following:

Thematic graphics to tie the project together.

DVD or other format for dissemination of the material to potential employers.

## **REVIEW PROCESS**

Each portfolio will be reviewed by three separate faculty members, who will then meet with you for 30 minutes, on dates starting Monday, February 15

There will be a sign-up sheet on the counter in the office. First come, first serve. If the list is full, or if none of the times are possible for you, we will have to extend into the following week.

When you come to the meeting, we will start with a brief presentation from you. Think of this as a practice job interview, where we are potential employers who don't know yet know you. You need to tell us, without boasting, what your strengths, interests, skills are – plus what you see as next steps and areas for improvement.

We will ask questions. We will then give you an immediate assessment of how we rate your preparedness in the three areas of writing, analysis, and presentation, and will offer suggestions on your portfolio itself. We will also tell you whether you are cleared to do an official internship.

You should come in prepared to give us a five-minute overview of your strengths and weaknesses at this midpoint in your professional education. What should we have seen in looking at your portfolio? Also, be prepared to discuss your career goals, as you see them at this point.

Questions? Francis Parker, 12/17/09