Student Affairs Certificate Portfolio Guidelines

Purpose of Portfolio: The purpose of the portfolio is to provide the opportunity to synthesize and integrate what you have learned from the coursework in the Student Affairs in Higher Education (SA) certificate program. This portfolio project is intended to be reflective and comprehensive – personal, practice-based, and developmental. The SA portfolio should demonstrate your understanding, skills, insights, and beliefs. Keep in mind that many of the essays you compose for this portfolio are not research papers but reflective essays, written in first person when applicable.

Your portfolio should be submitted electronically (web-based) using Taskstream, which is ECU’s portfolio development system. You will receive helpful links, login information, and deadlines in separate documents. When your Taskforce portfolio is complete, the URL (link) should be sent to lohrk@ecu.edu
If you have password protected your portfolio, please include this in your email to Dr. Lohr.

Each essay should have its own section (page) in Taskstream. Recommended word counts are noted below. Check these word-counts as each should come close to the required number. If they are significantly under or over, they will be returned for revision. These recommendations are based on 250 words equal to approximately one page of double-spaced text in a Word document. You may compose your sections in Word then copy and paste to Taskstream. If you compose your essays in Word then copy and paste, be sure to proofread the final outcome to be sure that there is no awkward formatting or grammatical, punctuation, and spelling errors. You should also have a landing (cover) page in Taskstream with your name, date and portfolio title. We encourage you to embellish this page with photographs and/or visuals that you consider appropriate.

Portfolio Components: Your SA Certificate Portfolio is to include the following 5 elements:

1. History & Evolution of Student Affairs (500 words maximum): This essay should address the history of student affairs including your specific area of interest within the field. Discuss how the history of your area of interest has evolved and changed, where it is today, and where you see it going in the future. The basis for this essay is content taught in ADED/COAD 6100 (Introduction to Student Affairs in Higher Education). This essay should synthesize information. Even though you are reviewing history, it should be in your words and include your insights so paraphrase versus quoting directly when possible. If you do quote, do cite per APA 6th.


2. **Student Development Theories & Practice** (750 words maximum): In Part 1 of this essay, describe in your own words what student affairs theories you subscribe to and why. Include how these theories form the basis for your practice within your particular area of student affairs. In Part 2 of this essay, discuss the administrative/management practices you learned and the insights you now have that are applicable to your specific discipline within student affairs. Discuss what is effective about your discipline and what is ineffective (and consider how things might be changed to make it more effective).

The basis for the two parts of this essay should be content from COAD 6411 (Student Affairs and College Counseling) and COAD 7411 (Administration/Management of Student Affairs in Higher Education). Again, synthesize information versus citing specific resources.

3. **Applied Project OR Research Paper** (250 words introducing your project/paper maximum):
   
   **Applied**: In COAD 7411, you developed a program plan based on a field observation, course content, and additional resources. In 250 words, describe how, where, and why this plan could be applied. This rationale for your project should make transparent the effective translation of theory into actual practice.
   
   The summary should appear in Taskstream and **the project attached as a link**.

   **Research**: In ADED/COAD 6100, you wrote a research paper. This academic paper required you to search the literature on a topic of your choice and compose a scholarly paper, formatted to APA 6th, in which you cited and referenced multiple scholars. Write a 250-word justification for 1) why you chose the issue, and 2) why you consider it scholarly. The justification should appear in Taskstream and **the project attached as a link**.

4. **Summary of Electives Essay** (750 words maximum): This certificate program requires two (2) elective courses. Consider these electives and compose a reflective essay describing the content of each and how each connects to student affairs theory and practice, as well as, any insights you gained from them including how these might impact student affairs practice.

5. **Overall Reflection Essay** (750 words maximum): In this final reflective essay, please address:
   - Your most significant learning experience in your pursuit of this certificate;
   - What beliefs and perspectives have changed because of your learning within the program and why;
   - How you see yourself in the profession;
   - Your future goals and continuing professional development plans;
   - Any other insights you would like to share.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ADED/COAD 6100</td>
<td>Introduction to Student Affairs in Higher Education</td>
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<td>COAD 6411</td>
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2 Electives:

Revised August 5, 2019