

## **GRADUATING STUDENT PORTFOLIOS** Frequently Asked Questions

*Why am I being asked to submit a portfolio? What is academic assessment/learning outcomes assessment?*

- A&D Graduating Student Portfolios are part of academic assessment, which is required for accreditation purposes.
- Submission of a Graduating Student Portfolio is required of all students earning any A&D degree (except for minors). Providing that a complete portfolio has been submitted (as per specific instructions for the degree and by the required deadline) and that all other graduation requirements have been met, students should receive their diplomas.
- Assessment of student portfolios is conducted in order for faculty to evaluate their teaching methods, gauge successes, and implement improvements. Graduating Student Portfolios are not used to determine whether or not a student qualifies to receive a degree. Providing that all required graduation requirements are met, students should receive a diploma, regardless of the outcome of the Graduating Student Portfolio assessment.
- Resulting portfolio scores will not be made available to students.
- More information about academic assessment is available at:  
<http://www.uvu.edu/aqa/index.html>

*What are “outcomes”?*

- The term “outcomes” is basically educational institution “jargon” for learning goals and objectives.
- Outcomes/learning goals for each A&D degree have been developed by UVU faculty to evaluate student learning. Student performance is gauged against the learning outcomes/goals established for the degree the student is earning.
- Part of the assessment involves whether or not the student has a comprehension of the outcome in the first place. Therefore students are asked to submit specific pieces they have created based on particular outcomes. Then the quality of work will be assessed against the outcome to further assess skill and understanding.

*Will I graduate if I do not submit a Graduating Student Portfolio?*

- No. Graduating Student Portfolios are required for all A&D degrees (except for minors). If you do not submit a portfolio to your academic advisor the requirement will not be checked off in Wolverine Track and you will not receive your diploma.
- Providing you have fulfilled all of your graduation requirements (including the proper submission of a Graduating Student Portfolio to your advisor) you will receive your degree.
- Strong or poor performance as demonstrated by the portfolio alone will neither prohibit nor guarantee graduation and/or the receipt of a diploma.

*What are the steps for the Graduating Student Portfolio submission process?*

1. Familiarize yourself with the information on this FAQ document. General guidelines have been included here.
  2. Download the appropriate (specific to the particular degree you are earning) instruction sheet and submission form available on the Art & Design website.
  3. Carefully read and follow all instructions on the instruction sheet that you download from the A&D web site. Any specific instructions relating to your degree will override any general guidelines in this FAQ document.
  4. Submit your portfolio files on a USB flash drive to your academic advisor ONLY. Details are on the instruction sheet.
- \* Note: Failure to follow directions may result in having your diploma held.

*Can I turn in any portfolio that I have already put together?*

- No. Graduating Student Portfolios must be assembled based on instructions unique to each degree for the purposes of specific assessment criteria (outcomes/learning goals). Such portfolios must be prepared as per the instructions for each A&D degree. Refer to the appropriate instruction sheet for a specific degree for details.

*What if I have already submitted an A&D Graduating Student Portfolio?*

- A separate portfolio is required for each and every A&D degree (2-year and 4-year degrees and certificates).
- A&D Graduating Student Portfolios are degree-specific and must be prepared as per the unique instructions and requirements for each A&D degree earned. If you are earning and/or have already earned an A&D degree and submitted a Graduating Student Portfolio in the past you will need to submit another (different) one for any other/additional A&D degrees you may be earning.

*In what format do I submit my Graduating Student Portfolio?*

- The specific and detailed instructions you will download from the A&D web site will clearly outline how to submit a Graduating Student Portfolio for the specific degree you are earning. Some areas/degrees may have specific requirements or limitations for information/format submissions. In such instances, degree-specific guidelines will override any of the options listed directly below.
- In general, digital files as JPEGs (or PDF's for art history) are to be submitted on a USB Flash Drive.
- Additionally, other standard file formats may be included if the specific instructions you downloaded for your degree allow it for a particular learning outcome.
- Be sure to include the appropriate outcomes prefix as part of each and every filename so it will be clear which files correlate to which learning outcome(s)/goal(s).

*When are portfolios due?*

- Submit required materials to your academic advisor only (to ensure that your diploma is not withheld).
- Portfolios can be submitted at any time during your final semester prior to earning an A&D degree. Portfolios can be submitted fall, spring, or summer semester. Submit your portfolio to your academic advisor **ONLY**.
- Portfolios must be submitted no later than 5:00 pm on the Thursday of finals week during the last semester you attend UVU to earn your A&D degree.

For Photography degrees:

- Photography majors will submit forms and portfolios during required annual reviews. (See photography-degree-portfolio instruction sheets for specifics). All annual reviews must have been signed up for, and completed by, a date prior to the Wednesday before finals week.

*Where do I turn in my portfolio?*

- Photography majors will submit forms and portfolios during required annual reviews. (See photography degree portfolio instruction sheets for specifics). All annual reviews must have been signed up for, and completed by, a date prior to the Wednesday before finals week.

For all other A&D degrees:

- Submit required materials to an academic advisor only (to ensure that diplomas are not withheld).
- Portfolios can be submitted at any time during your final semester prior to earning an A&D degree. Portfolios can be submitted fall, spring, or summer semester. Submit your portfolio to your academic advisor ONLY.
- Portfolios must be submitted no later than 5:00 pm on the Thursday of finals week during the last semester you attend UVU to earn your A&D degree.

*What can I include in my Graduating Student Portfolio? What should I not include?*

- The specific and detailed instructions you will download from the A&D web site will clearly outline what to submit in a Graduating Student Portfolio.
- Because portfolios are being submitted for the purposes of assessing A&D courses and teaching effectiveness, portfolio pieces should be limited only to works created as part of A&D courses. Work completed outside of A&D courses (such as projects completed in courses offered by other departments/schools or on-the-job design employment) does not relate to the valid assessment of A&D courses. Do not include work completed through an internship unless your degree's portfolio instructions specifically request that it be included.

*Can I duplicate pieces in my Graduating Student Portfolio?*

- Yes, to some degree in certain instances. Some areas/degrees may have specific requirements or limitations for duplicate pieces. In such instances, degree-specific guidelines will override any of the options listed directly below.
- If you feel you have a portfolio piece that would be a good candidate for more than one assessment outcome, you may generally include duplicate copies of files and specifically reference unique and appropriate filename prefixes for each instance as it applies to various outcomes. Refer to the portfolio submission instructions for more information.
- Reuse any given portfolio piece no more than three times.
- At least half of the pieces submitted must be unique (non-duplicates).
- Since outcomes are specific based on various degrees and learning objectives, some areas of portfolio submission may include instructions, which specifically prohibit the duplication of portfolio pieces. You may not duplicate portfolio pieces in such instances.
- In general, required essays (if any) must be unique and specifically written based on any outcomes requiring the essay (unless otherwise specified).

- The specific and detailed instructions you will download from the A&D web site will clearly outline what types of pieces to submit in a Graduating Student Portfolio for the specific degree you are earning.

*What if I still have questions?*

Please be certain you have carefully done all of the following:

- Read this document.
- Read the Graduating Student Portfolio submission information on the A&D website.
- Read the Graduating Student Portfolio instruction sheet specific to your degree (available on the A&D website).
- You have met with your academic advisor and have reviewed all graduation requirements for your degree.

If you still have questions, please consult with the Art & Design Department (GT-605, 801-863-8341).