

EQUINE STUDIES LEADERSHIP PORTFOLIO

A leadership portfolio is required of all Midway College students. The purpose of the portfolio is to demonstrate the student's development of leadership skills, reflecting the college's commitment to "infuse servant leadership through the institution." The Equine Studies Portfolio at Midway College is designed to demonstrate leadership experience and potential. Students thus are encouraged to take their portfolios on job interviews.

The portfolio will be submitted for review during the student's final semester before graduation, as part of EQS 495 (Senior Seminar). It is **strongly recommended**, however, that students begin to develop the portfolio during their first semester of study, and add to it throughout the remainder of their college careers. Academic advisors can offer assistance with preparation of the portfolio, but ultimate responsibility rests with the student.

Portfolios will be evaluated on a Pass/Fail basis, using the following rubric. Students must accumulate a minimum of 40 points, with minimum point requirements for each of four sections. Points are awarded based on merit, with required documentation noted where appropriate. The portfolio should be divided into six sections, with a blank copy of the rubric in the front. Students also must complete a self-assessment of their portfolio and reflections of a representative selection of the individual portfolio entries. Examples of activity reflections may be found at the Leadership tab of www.midway.edu. Some content is required in each of the four sections, but student portfolios are not expected to have an entry for every non-required item. Required items are indicated by **(REQ)** in bold.

Please contact the division chair for more information.

- 1. Blank evaluation rubric (REQ)**
- 2. Self-assessment of portfolio and reflection on portfolio entries (REQ)**
- 3. Professional and Career Leadership—10 points minimum**

_____ **Total Points earned for this section**

_____ 2 points-Resume **(REQ)**

Documentation: Typed resume, in professional format

_____ 2 points-Statement of career goals **(REQ)** (may use goals statements developed in EQS 165 and EQS 495)

Documentation: Typed statement of short-term, intermediate, and long-term career goals

_____ 2 points (no more than 8 points total)-Attendance at equine-related meeting (ex. ESS, KEEP, KHC)

Documentation: Meeting agenda

_____ 1 point (no more than 2 points total)-Attendance at professional seminar
Documentation: Date and brief description of event; program with signature attesting attendance from coordinator or volunteer

_____ 5 points-Presenting a relevant topic of interest
_____ Oral presentation (2 points) or poster presentation (1 point) at local off-campus event

Documentation: Meeting agenda or program with signature attesting participation from coordinator, the topic covered, and the number of attendees

_____ Oral presentation or poster presentation at State (2 points), Regional (3 points), or National (4 points) event

Documentation: Meeting agenda or program with signature attesting participation from coordinator, the topic covered, and the number of attendees

_____ 5 points-Podium/panel presentation at State, Regional, or National event

Documentation: Meeting agenda or program with signature attesting participation from coordinator, the topic covered, and the number of attendees

_____ 1 point-Submission of a proposal to a research review body
Documentation: Proposal with acknowledgment of submission

_____ 5 points-Holding a national or state office in a professional organization while in the program

Documentation: Signed letter from organization president/leadership identifying the position and indicating dates the office was held

_____ 5 points-Publication in a peer-reviewed journal while in the program
Documentation: Copy of publication

_____ 3 points-Publication in a trade journal while in the program
Documentation: Copy of publication

_____ 3 points-Recipient of award at state, regional, or national level while in the program

Documentation: Copy of award certificate

_____ 2 points-Attendance at Professional Program/School open house or site visit to Professional School

Documentation: Signature attesting attendance by coordinator of event

_____ 3 points-Submission of research grant application
Documentation: Copy of application

4. Community Leadership—5 points minimum

_____ Total points for this section

_____ 4 points-Coordinating a community service project while in the program
Documentation: Signed acknowledgment from the beneficiary of the project and the date of the project

_____ 3 points/project-Participation in coordination of a community service project while in the program
Documentation: Date(s) of the project, number of hours contributed, and signed acknowledgment from co-coordinator of the project

_____ 3 points/office/year—Office held in community service organizations while in the program
Documentation: Signed letter from organization president/leadership identifying the position and indicating dates the office was held

_____ 3 points—Letter to national or state representative on relevant issue of interest **(REQ)**
Documentation: Copy of letter

_____ 1 point/2 hours of service (no more than 15 points total)—Participation in community service activity while in the program
Documentation: Signed acknowledgment of community service activity

5. College Leadership—7 points minimum

_____ Total points for this section

_____ 1 point (no more than 6 points total)—Attendance at a college-wide event **(REQ, minimum of 1 event/academic year registered)**
Documentation: Date of the event and a signed acknowledgment from an event leader

_____ 3 points (no more than 6 points total)—Coordination of college-wide project
Documentation: Signed acknowledgment from beneficiary of project

_____ 2 points (no more than 6 points total)—Participation in college project, outside of Equine Studies program

Documentation: Signed acknowledgment from project coordinator detailing student's participation

_____ 2 points/year—Office held in student club or student government or captain of athletic team

Documentation: Signed acknowledgment from organization president/leadership or team coach

_____ 1 point (no more than 3 points total)—Active membership in student clubs or participation in student government

Documentation: Signed acknowledgment from faculty advisor or president of organization and meeting minutes

_____ 1 point/year—Participation on college athletic team

Documentation: Signed acknowledgment from team coach

_____ 1 point (no more than 4 points total)—Attendance at Local, State, Regional, or National political forum where an equine topic is on the agenda

Documentation: Signed acknowledgment from an event organizer

_____ 1 point/2 hours (no more than 2 points total/semester)—Peer tutor

Documentation: Signed acknowledgment of hours from coordinator of the tutoring program

_____ 1 point/semester—Service as Resident Assistant

Documentation: Signed acknowledgment from Resident Hall Director

_____ 1 point/event (no more than 4 points total)—Speaker at college recruiting event and/or program

Documentation: Signed acknowledgment from event/program director

_____ 1 point (no more than 5 points total)—Recognition for outstanding performance

Documentation: Copy of award certificate

_____ 1 point/year (no more than 4 points total)—Service as Midway Ambassador

Documentation: Signed acknowledgment from Student Affairs

6. Program Leadership—6 points minimum

_____ **Total points for this section**

_____ 2 points—Poster or oral presentation on campus (**REQ**)

Documentation: Program and/or signed acknowledgment of the responsible faculty member or event coordinator

- _____ 1 point/year (no more than 2 points total)—Classroom presentation
Documentation: Signed acknowledgment from the instructor or faculty member, including the topic presented and number of attendees

- _____ 2 points—Starting or reviving a program-specific student organization
Documentation: Signed acknowledgment from faculty sponsor/advisor

- _____ 2 points—Active membership in Equine/Psychology Student Council
Documentation: Signed acknowledgment from Division Chair

- _____ 4 points—Program awards
Documentation: Copy of award certificate