

Interdisciplinary Studies Leadership Portfolio

Purpose:

A leadership portfolio is required of all Midway College students who enrolled after July 2007. 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 Interdisciplinary Studies Leadership Portfolio at Midway College is designed to demonstrate leadership experience and potential. Students are encouraged to present their portfolios during job or graduate school interviews.

Preparation and Submission:

The portfolio will be submitted for review during the student's final semester before graduation, as part of IDS 401 or IDS 402 (Research Project or Internship Capstone). **It is strongly recommended, however, that students begin to develop the portfolio during their first semester of study**, and add to it throughout their college career. Academic advisors can offer assistance with preparation of the portfolio, but ultimate responsibility rests with the student. Portfolios may include a variety of evidence of leadership, and should be organized with the first five required elements in front.

Guidelines:

Portfolios will be evaluated on a Pass/Fail basis, using the rubric below. Students must accumulate a minimum of 36 points overall, with minimum point requirements specified in each of four areas. Points are awarded based on merit, with required documentation noted where appropriate. Students also must complete a self-assessment of their portfolio, including reflections on a representative selection of the individual portfolio entries. Examples of reflections may be found in the "Leadership" area of www.midway.edu. Some content is required in each of the four areas, but student portfolios are not expected to have an entry for each non-required item. Required items are listed separately below, and also indicated in each area by **(REQ)**.

Required Elements

Blank evaluation rubric

Self-assessment of portfolio and reflection on portfolio entries

Resume/Vita

Statement of career goals

Interdisciplinary Studies program plan

Flexibility and Alternative Elements

Many students arrive at the Interdisciplinary Studies major toward the end of their college careers, and each student has a unique set of courses that defines his/her program of study. As such, some of the elements below may be related to the area of emphasis or to a program of study that was discontinued but remains a vital part of the student's career goals. Students may also propose alternatives to the items listed below, but these must be approved by the instructor of the capstone course as the evaluator of the portfolio.

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)**

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

_____ 2 points- Interdisciplinary Studies program plan **(REQ)**

Documentation: Typed curriculum guide sheet with all courses listed

_____ 2 points (no more than 8 points total)- Attendance at a professional meeting related to the area of emphasis (ex: Kentucky Educational Association)

Documentation: Meeting agenda with signature attesting attendance from coordinator or volunteer

_____ 1 point (no more than 2 points total)- Attendance at a professional/educational seminar or professional workshop

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 a 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 a 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

_____ Podium/panel presentation (5 points) at a 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 an award or scholarship at the state, regional, or national level while in the program
Documentation: Copy of award certificate
- _____ 2 points- Attendance at a professional program/school open house or site visit to a professional school
Documentation: Signature attesting attendance by coordinator of event
- _____ 3 points- Submission of a research grant application
Documentation: Copy of application
- _____ Up to 2 points- Pre-approved alternative that meets the spirit of the category
Documentation: To be determined

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 per 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 per office per 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 a national or state representative on a relevant issue of interest
Documentation: Copy of letter
- _____ 3 points- Recipient of a letter or award of recognition from a community organization
Documentation: Copy of letter or award

_____ 1 point for every 2 hours of service (no more than 15 points total)- Participation in a community service activity while in the program

Documentation: Signed acknowledgment of community service activity

_____ Up to 2 points- Pre-approved alternative that meets the spirit of the category

Documentation: To be determined

College Leadership: 8 points minimum

_____ **Total points for this section**

_____ 1 point (no more than 6 points total)- Attendance at a college-wide event

Documentation: Date of the event and a signed acknowledgment from an event leader

_____ 3 points (no more than 6 points total)- Coordination of a college-wide project

Documentation: Signed acknowledgment from beneficiary of project

_____ 2 points (no more than 6 points total)- Participation in a college project unrelated to Interdisciplinary Studies

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

_____ 2 points per year- Office held in a student club or student government, or captain of an 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/leadership of organization and meeting minutes

_____ 1 point per year- Participation on a college athletic team

Documentation: Signed acknowledgment from team coach

_____ 1 point (no more than 4 points total)- Attendance at a local, state, regional, or national political forum where a topic relevant to your area of emphasis is on the agenda

Documentation: Signed acknowledgment from an event organizer

_____ 1 point for every 2 hours (no more than 2 points total per semester)- Peer tutor

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

- _____ 1 point per semester- Service as Resident Assistant
Documentation: Signed acknowledgment from Resident Hall Director
- _____ 1 point per event (no more than 4 points total)- Speaker at a college-wide or department-level recruiting event
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 per year (no more than 4 points total)- Service as Midway Ambassador
Documentation: Signed acknowledgment from Student Affairs
- _____ Up to 6 points- Pre-approved alternative that meets the spirit of the category
Documentation: To be determined

Program Leadership: 4 points minimum

_____ **Total points for this section**

- _____ 2 points- Poster or oral presentation on campus
Documentation: Program and/or signed acknowledgment of the responsible faculty member or event coordinator
- _____ 1 point per year (no more than 2 points total)- Special class presentation or project
Documentation: Signed acknowledgment from the instructor or faculty member, including the topic presented
- _____ 2 points- Starting or reviving a program-specific student organization
Documentation: Signed acknowledgment from faculty sponsor/advisor
- _____ 4 points- Program awards
Documentation: Copy of award certificate
- _____ Up to 2 points- Pre-approved alternative that meets the spirit of the category
Documentation: To be determined