

ENGLISH 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 English 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 ENG 498 (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 their college careers. 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 four 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

Attendance at a professional meeting

Attendance at a college-wide event (min of 1 event per academic year registered)

Poster or oral presentation on campus (usually for the ENG 498 research project)

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 (no more than 8 points total)- Attendance at a professional meeting (ex: Kentucky Philological Association) **(REQ)**
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

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

College Leadership: 8 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 per 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 a college-wide project
Documentation: Signed acknowledgment from beneficiary of project
- _____ 2 points (no more than 6 points total)- Participation in college project outside of the English program
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 an English topic 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

Program Leadership: 4 points minimum

_____ **Total points for this section**

_____ 2 points- Poster or oral presentation on campus (**REQ- usually for presentation of ENG 498 research project**)
Documentation: Program and/or signed acknowledgment of the responsible faculty member or event coordinator

_____ 1 point per 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

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