

PSYCHOLOGY LEADERSHIP PORTFOLIO

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 Psychology 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 PSY 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 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 areas. Points are awarded based on merit, with required documentation noted where appropriate. The portfolio should be divided into eight sections, with a blank copy of the rubric in the front. So, items 1-4 and areas A-D will be in separate sections of the portfolio. 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 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 every non-required item. Required items are indicated by **(REQ)** in bold.

Please contact the division chair or faculty advisor for more information.

- ___ 1. **Blank evaluation rubric (REQ)**
- ___ 2. **Self-assessment of portfolio and reflection on portfolio entries (REQ)**
- ___ 3. **Resume/Vita (REQ)**
- ___ 4. **Statement of Career goals (REQ)**
- ___ 5. **Attendance at a college-wide event (minimum of 1 event per academic year registered) (REQ)**
- ___ 6. **Poster or oral presentation on campus (usually for presentation of PSY 498 research project) (REQ)**

A. 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 professional meeting (ex: Kentucky Psychological Association, Association for Psychological Science)

Documentation: Meeting agenda

_____ 1 point (no more than 2 points total)-Attendance at 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 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 or scholarship 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

B. 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

Documentation: Copy of letter

_____ 3 points—Receive a letter or award of recognition from a community organization

_____ 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

C. 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 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 college-wide project
Documentation: Signed acknowledgment from beneficiary of project
- _____ 2 points (no more than 6 points total)—Participation in college project, outside of Psychology 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/leadership 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 a psychology 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

D. Program Leadership—6 points minimum

_____ **Total points for this section**

_____ 2 points—Poster or oral presentation on campus (**REQ**) (usually for presentation of PSY 498 research project)

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 Psychology Club or Kentucky Psychological Association

Documentation: Signed acknowledgment from Division Chair or membership certificate

_____ 4 points—Program awards

Documentation: Copy of award certificate