

## Science Leadership Portfolio

A leadership portfolio is required for all Midway Students. The purpose of the portfolio is to demonstrate the student's development of leadership skills and potential. The Science Leadership Portfolio at Midway College is designed to demonstrate scientific experience and leadership ability. Therefore, students are encouraged to bring their portfolio on job interviews.

The portfolio will be submitted during the student's final year before graduation, as part of BIO 488 Senior Research. It is strongly recommended that students begin to establish the portfolio early in the first semester of study and add to the portfolio throughout their academic careers. Assistance with the portfolio should be sought through the student's academic advisor.

Portfolios are graded based on the following rubric for a pass/fail grade. Students must earn a total of 40 points with at least 7 points in each of the four sections. Points are awarded based on merit. The required documentation is listed under each item. The portfolio should be clearly divided into the four sections with a blank copy of rubric in the front. Students need to also complete a self-assessment of their portfolio, which needs to be after the blank rubric. While some content is required in each portfolio (a resume, for example), students are not expected to have an item for each example given, but a cumulative of 40 points (7 in each section). Required items are indicated by the (req).

### ***1. Professional Leadership- 7 points minimum***

#### **\_\_\_\_\_ Total Points for this section**

#### **\_\_\_\_\_ 2pts- Resume (*Req*)**

Documentation: Typed resume. Must be in a professional format.

#### **\_\_\_\_\_ 1pt-Statement of Career Goals**

Documentation: Typed statement of career goals.

#### **\_\_\_\_\_ 2pt (max of 8pts) - Attendance at a KAS, ASB meeting**

Documentation: Meeting agenda.

#### **\_\_\_\_\_ 1pt (max 2 pts)-Attendance at a scientific seminars**

Documentation: Date and brief description of the event. Signature of attendance by coordinator or volunteer.

#### **\_\_\_\_\_ Max of 5 pts-Presenting a science related topic**

#### **\_\_\_\_\_ 2pt-Oral or poster presentation at a local off-campus event**

Documentation: meeting agenda or program or signature of attendance by coordinator of event, the topic covered and # of attendees.

#### **\_\_\_\_\_ 4pts-State/Regional/National oral or poster Presentation**

Documentation: Signature of attendance by coordinator of event and include the topic covered and the # of attendees.

#### **\_\_\_\_\_ 5pts-Podium/panel presentation**

Documentation: Signature of attendance by coordinator of event and include the topic covered and the #of attendees.

\_\_\_\_\_ **5pts- Holding a national or state office while in the program**

Documentation: Signed letter from the president of the organization that states the position and date of the office

\_\_\_\_\_ **5 pts-Publication in a science related field while in the program**

Documentation: Copy of the publication.

\_\_\_\_\_ **5 pts-Recipient of award at regional, state, or national level while in the program**

Documentation: Copy of award certificate.

\_\_\_\_\_ **1 pts-Attendance at Professional Program/School open-houses or site visits to Professional schools**

Documentation: Signature of attendance by coordinator of event

\_\_\_\_\_ **2 pts- Application for a scientific research grant (Ex KBRIN)**

Documentation: Copy of the application.

## ***2. Community Leadership- 7 points minimum***

\_\_\_\_\_ **Total Points for this section**

\_\_\_\_\_ **5 pts per project-Coordinated a community service project while in the program**

Documentation: Signed statement from the beneficiary of the project and date of the project.

\_\_\_\_\_ **4pts per project-Participated in coordination of a community service project while in the program**

Documentation: Date of the event, the amount of hours contributed and signed statement from the co-coordinator of the project.

\_\_\_\_\_ **4pts per office per year-Offices held in community organizations while in the program**

Documentation: Signed statement from the president of the organization detailing the length of office.

\_\_\_\_\_ **1pt per 2hrs of service (max 15 pts)-Community service participated while in the program**

Documentation: Signed community service statement.

## ***3. College Leadership- 7 points minimum***

\_\_\_\_\_ **Total Points for this section**

\_\_\_\_\_ **1pt (max 6 pts)-Attendance at a college wide event**

Documentation: Date of the event and signed statement from an event member.

\_\_\_\_\_ **2pts (max 5)-College projects participated, outside of program**

Documentation: Signed statement from the project coordinator detailing the student's contribution to the project

\_\_\_\_\_ **3 pts (max 6)-Coordination of college-wide projects**

Documentation: Signed statement from the beneficiary of the project.

- \_\_\_\_\_ **1pt (max 3)-Membership in clubs or student government**  
Documentation: Signed statement from the president of the organization.
- \_\_\_\_\_ **1 pt per year-On a college athletic team**  
Documentation: Signed statement from the coach of the team.
- \_\_\_\_\_ **5pts per year-Office held in college clubs, athletics (team captain) or student government, outside program**  
Documentation: Signed statement from the coach or president of the team or organization.
- \_\_\_\_\_ **1pt (max 4pts)-Attendance at a local, state, or national political forum, where a scientific topic is on the agenda**  
Documentation: Signature of attendance from a board member.
- \_\_\_\_\_ **1pt for 2hrs (max 2pts per semester) - College tutor, outside program**  
Documentation: Signature of the number hours completed by the coordinator of the tutoring program.
- \_\_\_\_\_ **1pt for ea. Semester- Serving as a Resident Assistant**  
Documentation: Signature of the Resident Hall Director
- \_\_\_\_\_ **2pt per event (max 4)-Speaker at a recruiting event for the college and/or program**  
Documentation: Signature from faculty or event coordinator

#### ***4. Program leadership- 7 points minimum***

- \_\_\_\_\_ **Total Points for this section**
- \_\_\_\_\_ **2pts Poster or Oral Presentation of a scientific topic on campus**  
Documentation: Program and/or signature of the faculty or event coordinator.
- \_\_\_\_\_ **1 pt per event (max 2) Classroom presentation**  
Documentation: Signed statement from the instructor or faculty including the topic presented and attendance list.
- \_\_\_\_\_ **3 pts- Presentation to the faculty**  
Documentation: Program and/or signature of the faculty or event coordinator.
- \_\_\_\_\_ **4pts Poster or Oral Presentation of a scientific topic at a college wide event**  
Documentation: Program and/or signature of the faculty or event coordinator.
- \_\_\_\_\_ **5pts -Office held in Beta Beta Beta National Biological Honor Society**  
Documentation: Signed statement from the Beta Beta Beta president or faculty advisor.
- \_\_\_\_\_ **1pt-Participation in Beta Beta Beta National Biological Honor Society**  
Documentation: Signed statement from the Beta Beta Beta president or faculty advisor.

\_\_\_\_\_ **1pt per student (max 4)-Mentoring Program through Beta Beta Beta National Biological Honor Society**

Documentation: Signature of participation from the Beta Beta Beta National Biological Honor Society president and mentee including the list of activities performed.

\_\_\_\_\_ **5pts- Program Awards**

Documentation: Copy of the certificate.

\_\_\_\_\_ **1pt (max 5) - Recognition for outstanding performance**

Documentation: Copy of the document.

\_\_\_\_\_ **1pt per 2 hours (max 2 per semester)-Peer tutor**

Documentation: Signature of attendance and number of hours from the coordinator of the tutoring program.

\_\_\_\_\_ **2pts per semester-Serving as the Biology student representative**

Documentation: Signature from coordinator.

Total Points Earned \_\_\_\_\_

Comments: