



UNIVERSITY OF  
SOUTH DAKOTA

# Master of Arts in Interdisciplinary Studies

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## Portfolio

### *What is a portfolio?*

The portfolio is a purposeful, collaborative, self-reflective collection of the student's work generated during the process of completing their MAIS graduate program. The portfolio should include a personal data sheet including such items of information as professional and educational background; courses completed, and anticipated educational and career goals.

Students need to begin developing and refining their portfolio from the beginning with the very first course.

### *Why a portfolio?*

The portfolio allows students to present information about themselves as learners and to document growth throughout their program of study. The portfolio allows the reviewer to gain insights into your learning and your goals.

### *Portfolio Components:*

Portfolio components should be placed in ONE, three-ring binder.

1. **Title Page:** Include your name, contact information, date of portfolio submission, month/year of graduation.
2. **Table of Contents**
3. **Graduate Committee Member :** Include names with contact information (Identify the Committee Chairperson)
4. **Current Resume**  
**Educational, Professional and Career Goals**
5. **Degree Completion Plan**  
**Program Learning Objectives**
6. **Course Program Sections**
  - Separate section for each course completed in your degree completion plan
  - Include in each section the following:
    - Course Syllabus
    - No more than a page in length describing how the course met one or more of the identified program objectives you identified for your degree
    - Provide an assignment or an artifact from learning that was presented for grading in each class listed in the degree completion plan. The artifacts you provide could be from an assignment, research paper, power point slides, individual or group project that you submitted for a grade. The sample chosen for your portfolio does not need to be the copy graded by your instructor.

### *Portfolio Completion:*

The student will submit the completed portfolio to the MAIS program director for review and disseminate to the graduate committee for review **two weeks prior to the scheduled oral examination date**. Upon review and acceptance of the student's portfolio, approval forms will be signed by the student's committee after the oral examination and presented to the Dean of Graduate Studies.