

BIS 402
PORTFOLIO CHECK SHEET

Your portfolio must include the following in the order of appearance indicated.

Notice and follow notes on next page.

See your syllabus for further instructions.

- ◆ Portfolio Title Page (or Cover Page)¹ _____
- ◆ this check sheet _____
- ◆ table of contents _____
- ◆ description of your proposed showcase portfolio² _____
- ◆ resume
 - ◆ cover page³ _____
 - ◆ resume _____
- ◆ BIS essay⁴
 - ◆ cover page _____
 - ◆ BIS essay _____
- ◆ BIS 301 material:
 - ◆ cover page _____
 - ◆ artifacts⁵ _____
- ◆ BIS 302 material:
 - ◆ cover page _____
 - ◆ artifacts _____
- ◆ BIS 401 material:
 - ◆ cover page _____
 - ◆ artifacts _____
- ◆ BIS 402 material:
 - ◆ cover page _____
 - ◆ artifacts _____
- ◆ Concentrations course material:
 - Concentration Area 1⁶
 - ◆ course 1 cover _____
 - ◆ course 1 artifacts _____
 - ◆ course 2 cover _____
 - ◆ course 2 artifacts _____
 - Concentration Area 2
 - ◆ course 1 cover _____
 - ◆ course 1 artifacts _____
 - ◆ course 2 cover _____
 - ◆ course 2 artifacts _____
- ◆ Education Documents
 - ◆ Education documents cover page _____
 - ◆ official transcripts⁷ _____
- ◆ additional materials⁸ (MUST be included) _____

NB: Remember to pay attention to the organization and presentation of your portfolio.⁹

Use *PHOTOCOPIES* of important/irreplaceable papers and documents.



NOTES

(Further explanation of contents of your BIS 402 Portfolio)

¹ Give your portfolio an identity: a cover page or a title page does the trick.

² One page, double spaced. *List* 3 artifacts (excluding resume, letters of recommendation) that you would want to include in your showcase portfolio. Then, justify their inclusion by very briefly explaining the value of each artifact as a focal point for your elaboration of your qualifications as a job candidate.

³ A cover page most often gives basic information (in larger than normal font size) about what follows – designation of the (section of) materials that to follow. You can be creative with this, but be sure to be professional with the cover pages. Do not substitute dividers for cover pages – use *both*.

⁴ Entitled: The Bachelor of Interdisciplinary Studies Degree. In one page write an essay that responds to the question: “What is BIS?” Be sure to include fact and substantive justification, and specific illustration from your own knowledge and experience. (This might be something that (with revision) you could HAND to a prospective employer to further convince them of the value of your degree.)

⁵ “Artifacts” *means PLURAL* artifacts – at least two artifacts. In the event that you have not saved your work from previous courses, you must substitute a one page essay describing the course and its usefulness to your degree and your anticipated career.

⁶ This is a TOTAL of four courses. Again, “artifacts” *means PLURAL* artifacts – a minimum of two per course. (If you do Organizational Studies, then include four courses from your Program of Study applied to your BIS degree.) Again, in the event that you have not saved your work from previous courses, you must substitute a one page essay describing the course and its usefulness to your degree and your anticipated career.

⁷ Obtain at least one copy of official transcripts in a sealed envelope. You may, of course, obtain several copies official transcripts if you think you’ll need them, but for this portfolio you need only include one copy (again, in a sealed and stamped envelope). Obtain your official transcripts at first floor, Student Services Building.

⁸ What these materials are is up to you: you can include items such as (copies of) letters of recommendation, artifacts from extra-curricular activities, volunteer work, documentation of membership activities in organizations, reference material on career related activities, and so on. Organize these materials clearly and appropriately. Descriptive explanations of these documents are welcome.

⁹ USE PLASTIC SHEATHS FOR ALL YOUR ITEMS (COVERS, ARTIFACTS, ETC...). USE DIVIDERS, AND MAKE CLEAR WHAT THEY ARE DIVIDING.