

Portfolio Manual

You will be assessed using a portfolio in this minor. Use the following instructions to make sure that your portfolio contains all the information needed to evaluate your learning progress.

CONTENT

REQUIREMENTS

PROGRESS

For each learning outcome you:

Describe your learning progress in relation to this learning outcome. What did you learn and how? Use your evidence to support your 'claim' of progress.

TRANSPARENCY

You use input and feedback from others to support your evidence. You know and communicate the difference between facts and opinions.

BASIC LEVEL

For each learning outcome you:

Show that you are proficient within each indicator and refer to the supporting evidence.

EVIDENCE

You have evidence to support their claims (of learning progress) and refer to the appropriate pieces

OWNERSHIP

For each learning outcome you:

How did you apply this learning outcome in your process or products? How do you plan to use it in your future professional career? What future goals do you have, related to this learning outcome?

COMPLETENESS:

Your portfolio includes all learning outcomes and includes all basic indicators per learning outcome

EXPERT GOAL

For each expert goal you:

- 1) Include the initial SMART goal
- 2) Describe the learning progress using supporting evidence (what did you do? What did you learning from it? Future tips and tops)
- 3) Add an overall (meta) reflection, how you applied what you learned and how you will use it in the future

EXP. GOAL COMPLETION

You have formulated at least three expert goals and these goals were approved by your coach.