

Schedule of Submission of the MPA Portfolio

Continuing Students

As follows, portfolio submission is due three times until the completion of your degree program:
 (1) Due first semester in program; (2) during semester in which the 18th credit hour is attempted;
 (3) during the semester in which 36th credit hour is attempted.

Activity	Fall Submission	Spring Submission
Student Portfolio Submission	September 15	March 15
Review of Portfolio by Individual Faculty	September 15 –Second Saturday in October	March 15- First Saturday after Spring Break
Review Session with Students	Second Saturday in October	First Saturday after Spring Break
Student Revisions	Second Saturday in October-November 15	First Saturday after Spring Break-May 1
Revised Portfolio Due	November 15	May 1
Final Decision back to Student	December 15	June 1

(*Note:* There will be slight time variations in this schedule each year. An electronic folder based on a cloud platform (e.g., Google Drive) will be available for each student as long as he/she remains in the program.)

- ***Portfolio due first semester*** should contain (1) a statement of purpose and (2) a résumé at the minimum. In terms of its organization, the portfolio must consist of the following sections:
 - Title page
 - Table of contents
 - Introduction (including professional goals statement; statement of purpose)
 - Examples of work (prefaced by a brief introduction of the material submitted) ○ Summary statement of the portfolio
 - Appendix (student checklist; résumé; portfolio review checklist)

- ***Portfolio due during semester in which 18th credit hour is attempted*** should include (1) a revised statement of purpose, (2) a revised résumé, and (3) at least *one* artifact at the minimum.

- ***Portfolio due during semester in which 36th credit hour is attempted*** should contain (1) a completed statement of purpose, (2) a final résumé, and (3) at least *two* artifacts at the minimum.

(*Note:* Before portfolio artifacts are eligible for inclusion into the portfolio, the suitability of artifacts must be approved by the graduate coordinator.)

Graduating Students

Activity	Fall Graduation	Spring Graduation
Student Portfolio Submission	September 15*	March 15*
Review of Portfolio by Individual Faculty	September 15 –Second Saturday in October	March 15- First Saturday after Spring Break
Review Session with Students	Second Saturday in October	First Saturday after Spring Break
Student Revisions	Second Saturday in October-November 15	First Saturday after Spring Break-April 15
Revised Portfolio Due	November 15	April 15
Final Decision back to Student	December 1	May 1

*When the portfolio is submitted in September/March, it must include (1) a statement of purpose, (2) a résumé, and (3) three assignments. All items must be in completed form at that time.