



PORTFOLIO INSTRUCTIONS

TO BEGIN:

1. Download the Portfolio packet **during your first semester.**
2. Read through the entire portfolio packet, particularly the sections on the Core Abilities.
3. Note how many items you need in each category.

THE ARTIFACTS:

4. Begin collecting artifacts for the portfolio. Examples of artifacts are included in each section.
5. Artifacts included **must reflect different levels of development** (i.e. beginning work, progressing work, or best work).
6. Use the **Portfolio Log** (Appendix D) to note when you have collected an item.
7. Each document, artifact, item, etc. that is placed in a section of the packet must be accompanied by a completed **Portfolio Exhibit Form** (Appendix B).

THE PORTFOLIO BINDER:

8. **The portfolio must be submitted in a three ring binder with dividers between each section (12 sections=12 dividers).**
9. The entire portfolio packet must be printed and included in your binder.
10. In addition to the required artifacts/exhibit forms, the portfolio must include:
 - A **Portfolio Cover Page** (Appendix A)
 - A completed **Student Evaluation of Portfolio Process** (Appendix C)
11. Artifacts may be hole punched or placed in clear pockets in the three ring binder.
12. Portfolio forms may be typed or handwritten.

SUBMITTING YOUR PORTFOLIO:

13. Portfolios must be submitted to the Director of Academic Services **by the Friday of mid-term week in the semester you plan to graduate.** Portfolios will be assessed using the criteria of the **Portfolio Evaluation Form** (Appendix E). Please review these criteria often in order to keep yourself on track, and to ensure that your portfolio meets stated expectations.
14. **If your portfolio is incomplete or does not meet the evaluation standards it will be returned to you for changes.**
15. Remember, a completed and evaluated portfolio is a requirement for graduation!

FOR ASSISTANCE:

For assistance with any stage of the portfolio process please contact:

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