Practice Experience Portfolio

You will create your portfolio using Sakai.

Students demonstrate attainment of foundational and program competencies through a portfolio, which provides examples of student work ("products" or "deliverables") produced during the Practice Experience. The following is an outline of the Portfolio, which is due at the end of the Practice Experience. Portfolio points are given based on well-developed portfolio sections.

Advice for Preparing the Portfolio

Do not wait until your Practice Experience is complete to begin working on your portfolio. The following best practices should be incorporated into your portfolio development.

- Secure permission to share materials: You must make sure you have permission to share materials (i.e., fliers, photos, videos, PowerPoint slides, etc.) created during the Practice Experience.
- Journaling: Keep track of the process (i.e., what went well, what didn't, how the process or goals changed, lessons learned, significant events); this journal can provide valuable information to pull from when it comes time to build your portfolio.
- Record keeping: Find a method that works well for you to keep track of your learning contract, communications with your Practice Experience preceptor and other relevant people, your products, and other Practice Experience materials. This will make it easier for you to quickly pull the information you need to build your portfolio.
- Record videos (when applicable): The benefit of an electronic portfolio is the ability to move beyond sharing written work. If you give a presentation as a part of your Practice Experience, consider having someone record it so that you can include the video as one of your products in the portfolio.
- Clearly identify individual work on collaborative projects: It is common for students to produce products resulting from a collaborative effort. This is acceptable, but be sure to clearly communicate your contribution in relation to others.
- Ensure links work properly: If you use hyperlinks in your portfolio, please test them before submitting your portfolio to ensure they work properly.
- Add images and photos to your portfolio: Select photos/images that reflect you, your Practice Experience work, and your interest in public health. Again, please be sure you have permission to share photos/images. Be sure to correctly attribute photos/images.
- Make sure that you discuss all 5 competencies you listed in your learning contract. Be sure to connect each of those competencies with a product.

The Portfolio Outline

1. Background
   a. Your Biography
      i. This will depend on individual students, but the biography should generally be a condensed narrative similar to what you might find in a resume. It should include name, contact info, educational background, and a brief overview of career goals. If relevant, incorporate job details such as current work position, a summarized description of professional experiences, and accomplishments. Students might also consider adding a brief description of personal interests and activities, particularly those that intersect with their public health interests.
   b. Overview of Practice Experience
      i. Brief description of the purpose of the Practice Experience and the general nature of the work you conducted. Also include a brief overview of the organization in which you worked (e.g., size, location, mission, population served, and programs).
      ii. Reflect on your own positionality in relation to the organization and the community. Critically appraise your work and identify areas for increased equity in the future.
      iii. Discuss the public health relevancy of the Practice Experience and how it builds upon the skills and knowledge gained in your MPH program.
      iv. Briefly identify your primary areas of responsibility and activities for which you were responsible in the Practice Experience. If you worked on a team to develop your products, describe your specific areas of responsibility and the related activities for which others were responsible.
2. Practice Experience Products
   a. Include at least 2 products from your Practice Experience that demonstrate attainment of competencies.
   b. Provide a brief description of each product.
   c. Identify the intended audience(s) for each product and explain how each product reflects an appropriate communications strategy for the intended audience.
   d. Describe in detail the methods and/or approaches used to develop each product.
   e. Discuss how the products presented above demonstrate your development of the specific CEPH foundational and program competencies. Identify skills related to specific competencies and explain how you developed them, including challenges and lessons learned.
   f. Complete the summary of portfolio products and competencies table and include it with your portfolio submission.

Rubric

The portfolio is weighted as 50% of the total Practice Experience course grade according to the following rubric:

Portfolio Grading Criteria	Points (50 Total)
Competencies	
• 3 foundational & 2 program	5
• Detailed description of competencies aligned with products	5
Products	
• At least 2 products	4
• Well described & individual role clearly defined	3
Overall Portfolio	
• Biography	4
• Organization & Practice Experience overview	5
• Equity & positionality reflection	5
• Description linking products to competencies	5
• Challenges and Lessons Learned	4
Structure and Mechanics	
• Pages are structurally consistent (in font, headers, etc.), well organized, follows portfolio assignment outline	2
• Links and attachments are accessible/readable (or are attached as a PDF) and all images/figures viewable	1
• Portfolio and PE products are effectively written and communicated, organized, have clarity of thought, and ideas flow seamlessly	4
• Proofread (virtually free of grammar & spelling errors)	3