

The Brinson Institute of Kingdom Leadership & Development

Rightly Dividing the Word of Truth



Portfolio Guide

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Student Portfolio (Curriculum Vitae)

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All students enrolled in an undergraduate degree program at Hope Biblical Institute & Seminary are required to complete a Student Portfolio (Curriculum Vitae) which summarizes the learning acquired from academic, personal, and professional experiences. Since the Portfolio is an integral part of the course work (students may receive up to 4 credit hours for this portion of the curriculum), all students must complete the Portfolio regardless of the number of transfer credits they may have accumulated prior to enrolling at Hope Biblical Institute & Seminary.

The preparation of the Portfolio has two main purposes: (1) It provides a means by which students may petition for Life Learning Experience (LLE) credits applicable to their degree, and (2) It provides students the opportunity to summarize and evaluate experiences they bring with them to the program. Letter grades are not assigned to prior learning (LLE) credit earned through the Portfolio.

A required part of each degree program at Hope Biblical Institute & Seminary is the development of a Student Portfolio (Curriculum Vitae); the successful completion of the Portfolio partially fulfills the course requirements. First, the Portfolio will be reviewed by the faculty advisor. After the Institute staff examines the Portfolio, it will be submitted to an Assessment Committee for evaluation and credit recommendations. In cases where the Portfolio needs improvement, the student will be notified of what needs to be corrected.

General Guidelines

This list describes the guidelines for developing the Portfolio. It is necessary to fulfill all these requirements.

1. The contents of the Portfolio must be contained in a large, sturdy 3-ring binder or notebook at least three inches in width.
2. A pocket on the front inside cover of the binder must be included for Hope Biblical Institute documents.
3. The student's name and degree program should appear on the binder.
4. All materials, except for bulky documents, should be contained in non-glare plastic sheet protectors that open on the top. Use both sides of the protectors.
5. Each section of the Portfolio must be clearly separated and labeled by dividers.
6. All the pages of the Portfolio, except dividers, must be numbered consecutively. (For ease, small adhesive dots may be numbered and attached to the clear plastic sheets, rather than typing numbers at the bottom of each page.)
7. All student written or constructed materials must be typed double-spaced on regular-sized paper (8.5 X 11 inches). Margins should be at least one inch on all sides. (See individual sections for specific formats.)
8. All documents and certificates should be copies rather than originals. However, originals must be provided upon request by the Institute.
9. A copy of all pages in the Portfolio should be retained by the student.
10. All materials must be proofread for typographical and grammatical errors.

Preface to the Portfolio

The following information must precede the 22 sections (A - V) of the

Portfolio:

1. Title page: Student Name and Degree Program
2. Autobiography (at least 10 typed double-spaced pages for undergraduate and master's degree students; at least 20 pages for doctoral students).
3. Table of Contents: Include the 22 sections of the Portfolio, with their beginning page numbers. Also list the learning experience petitions and their beginning page numbers. These pages will contain information derived from other areas of the Portfolio (such as page numbers); therefore, these pages generally cannot be completed until all sections of the Portfolio have been developed.

Autobiography

The autobiography is a student-written account detailing the significant post secondary school educational experiences in the student's life. At this point in the Portfolio, the students have the opportunity to highlight those events or occurrences which contributed to their professional and personal growth and development. The purpose of the autobiography is to introduce the student and help identify possible topics for Life Learning Experience (LLE) credit.

The autobiography must be at least 10 typewritten double-spaced pages (20 pages for doctoral students). It must be written in narrative form, following proper grammatical rules and expository format. A resume is not acceptable, although it is advisable to construct an outline to assist in writing the autobiography.

The autobiography should reflect the growth and development of the student's adult life. Generally, the narrative is in chronological order beginning with high school graduation and progressing to the present. However, if significant occurrences in childhood affected the student's behavior, personality, or attitude in adult life, these events may be mentioned briefly in this section.

Suggested Approaches

1. Identify at least ten significant events in your life from high school graduation until the present. Describe these events and incorporate them into a narrative about your life.
2. Categorize and describe the areas of your life which you feel are most important.
For example:

Ministry	Military	Professional
Marriage	Community	Family
Educational	Hobbies	Other personal experiences
3. View the autobiography as a way of introducing yourself. In other words: "This is my life, or. . . this is what has happened to me, or. . . this is why I am the person I am today."
4. Credit is not specifically granted for this section. However, the autobiography is vitally important to the Portfolio, since it is the foundation for the Life Learning Experience (LLE) credits awarded to the student.

The Hope Biblical Institute & Seminary

STUDENT PORTFOLIO

(Curriculum Vitae)

Name _____ **S.S. No.** _____

Note that each lettered entry has a Portfolio line which identifies the

kind of supporting documents needed in the accompanying Portfolio. Attach extra sheets as necessary. Check () right-hand column to indicate documentation if included in Portfolio.

EDUCATION

High School _____ City &
State _____ Date Completed _____

(A) College/University Name
Attendance (month-year)
Major Degree #of City and State
From To credits

PORTFOLIO: Official transcripts are required with school seal and registrar's signature.

(B) Technical/Trade/Military Attendance (month-year) Major
Instructional Vocational School Name From To Contact Hours

PORTFOLIO: Certificates and Diplomas (photocopies) are required.

(C) Home Study Courses Attendance (month-year) Subject
Hours of Correspondence School Name
From To Preparation

PORTFOLIO: Certificates, Transcripts, Diplomas (photocopies)

(D) Site of Apprenticeships, Internships, High Attendance (month-year)
Activity Logged Time ()
Performance responsibility From To
In Hours

PORTFOLIO: Certificates, Journals (photocopies)

(E) **EMPLOYMENT HISTORY:** Start with first job and progress in order of promotion and employer. Generally, the Institute makes a distinction between undergraduate level employment experience (clerical, technical, procedural, supportive) and graduate level employment experience (managerial, executive, instructional, research).

From	To	Number of	Employer	Job
Description				()
Month Year	Month Year	Months	Name	
1				
2				
3				

- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

**PORTFOLIO: Letters from Employers, Supervisors, or Peers are expected from most recent positions.
(F) ON-THE JOB TRAINING, SEMINARS, ETC.**

Sponsor	Program Description	
Attendance (month-year	Total	()
To	Hours	From

PORTFOLIO: Evidence of participation: certificates, programs, letters of confirmation

(G) PERFORMING AND CREATIVE ARTS:
Describe Performances in which you have taken Name Directors, Producers, or tutors awards, Prizes, and describe works you have created under whom you have worked, honors.

- 1
- 2
- 3
- 4

5

6

7

8

PORTFOLIO: Artwork, programs, tapes, photographs, citations, etc.

(H) GENERAL LEARNING

Describe non Job-related Learning Experiences that you feel justify Institute credit.

()

PORTFOLIO: Include a statement explaining why credit is justifiable

(I) LANGUAGES: YOUR MOTHER TONGUE

List languages you can use. Identify your skills with appropriate code: Excellent=E; Good =G; Fair=F.

Language			Since	Write
Speak	Read	()		

PORTFOLIO: Describe situations in which used; provided translations if helpful.

(J) SPECIALIZED ACTIVITIES AND ACHIEVEMENTS

Membership in Professional or Trade Associations

Name of Organizations		Years	Offices	Extent of
Activity	()			

PORTFOLIO: Membership cards, (photocopies) or letters.

(K) Office Holder or other Leadership Role in Civic, Fraternal, Political, or Religious Organization.

Name of Organization		Years	Offices
()			
		Active	Held

**PORTFOLIO: Evidence of active participation - programs, etc.
 (L) Awards, Citations, or other Evidence of Achievements that have
 been recognized**

Name of Organization		Type of Award	Year
Achievement	()		

**PORTFOLIO: Letters or Awards (photocopies)
 (M) situations in which you have been an occasional Lecturer, Panelist,
 Instructor, or Teacher**

For What		When	Hours	Describe your
participation	()			

**PORTFOLIO: Appointments, Programs, Syllabi, Announcements, etc.
 Add Hours of participation**

(N) Professional and Trade Publications you Read on a Regular basis.

	()
(1)	(2)
(3)	(4)

**PORTFOLIO: Copies of at least three recent articles you consider
 important to you professionally**

(O) Professional Licenses/Certificates

(1)	()
(2)	(3)

**PORTFOLIO: Licenses and Certificates (photocopies), dates of
 validity.**

(P) TRAVEL

Foreign Country Visited for one month		From	To	Purpose of Trip
	()			

Or more

PORTFOLIO: Explanation of purpose and value in written statement.
(Q) SPECIALIZED ACTIVITIES AND ACHIEVEMENTS

Independent study and reading. Books and projects of professional, a vocational, and personal importance. For books list author title, city, publisher, and year of publication
()

PORTFOLIO: Annotated account of your readings.
(R) Written Material: Manuals, Technical Writings, Proposals, etc.
()

PORTFOLIO: Copies of material. Supportive letters.
(S) Books, or Articles Published, Patents, Copyrights, Trademarks, etc.
()

PORTFOLIO: Copies of books and other important items.
(T) Professional Teaching Experience
()

PORTFOLIO: Evidence of Activities
()
(U) Military Service, Active - Reserve

PORTFOLIO: Documentation
(V) Notes, Remarks, and Miscellaneous Information
()

PORTFOLIO: Items in Support