Portfolio workshop – time for half-time review and reflective writing.

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Schedule

• 8.35-8.50 Introduction to the portfolio: purpose and work flow/principle (OG).

• 8.50-9.15 Time for the half time review –how to present your portfolio. Based on your questions (OG).

• 9.15-10.30 How to create entries and a viewing page in Mahara (YHÖ) (coffee available from 9.40).

• 10.35-12.00 C180 Reflective writing and models for reflection (OG).
SUPERVISOR:
Appraisal: assessment /feedback

OPPONENTS
FU-PREFEKT:
Half-time: assessment /feedback

SUPERVISOR:
Appraisal: assessment /feedback

FU-PREFEKT:
Defence application: examination

Continous documentation and reflection within 12 categories.
1. Research process
2. Research methodology
3. Subject expertise
4. Publication
5. Teacher training and experience
6. Conference and seminars
7. National and int. cooperation with the res. community.
8. Cooperation with wider society.
9. Ethical issues
10. Career development
11. Supervision
12. Administration, organisation and leadership.

GENERIC KNOWLEDGE AND SKILLS 12 HP – PORTFOLIO – a tool for the attainment and demonstration of learning outcomes (not reached through thesis work).
Principle of portfolio work and assessment (in Mahara)

LEARNING PORTFOLIO (MAHARA: "CONTENT")
- Journals (one per category)
  - Journal entries.
  - This part is for personal documentation and reflection. Make a journal entry for every activity. Add a reflective or descriptive text if needed. Attach supporting documents.
  - Diary style (personal).
  - Likely to include much more than required to demonstrate attainment of outcomes.

ASSESSMENT PORTFOLIO (MAHARA: "PAGES")
- Display page for sharing; with supervisor, at half time, at dissertation etc.
  - This is how you share the information in your portfolio.
  - Contains your selection of activities and reflections within each category.
  - Presentation style: texts need to be presentable/suitable for others to read.
  - Experiences and reflective/descriptive texts should support (progress towards) attainment of learning outcomes in a clear and structured way.
WHAT to present?

• Half time review ≠ examination. You can’t “fail”.
• Instead: a possibility for you to get feedback on your progress (or lack thereof) and advice about the way forward.
• To maximize your chances to get relevant and constructive advice:
  • Give a **frank and complete picture** of your experience and competence so far.
  • If you lack experience in one or several categories – make that clear.
• Be personal but not private.
HOW does a good viewing page look like?

- Keep the goals for the PhD and/or for the portfolio course (as listed in course plan) in mind when you make your page (what am I trying to demonstrate/achieve).
- Introduction/profile (very brief info on your background, time of admission, department and supervisors, type of PhD (part time/full time, subject, project).
- Clear structure (the twelve categories).
- Easy to overview.
- Layer 1: “panoramic” view (lists)
  - Quick grasp of total experience.
  - Layer 2: reflective and descriptive texts + attachments.
  - More detailed description of experiences.
  - Documents to support your participation in various activities.
  - Documents that support your progress towards various goals (eg tasks completed as part of a course, evaluations and other docs that describe your impact).
  - Your reflections on various activities, eg using the “What? So what? Now what?”-model (Rolfe). Choose the ones that you think demonstrate progression/development.
- Volume: there is no minimum or maximum. With the “layer” strategy, a lot of information can be included without loss of clarity.
- Ask for feed-back/comments.
Formalities and practicalities.

• Described at
  – https://www.med.lu.se/intramed/forska_utbilda/doktorandHandledare/foer_doktorand/portfolio
  – https://www.med.lu.se/intramed/forska_utbilda/doktorandHandledare/foer_doktorand/halvtidskontrol

• The portfolio should be submitted, together with the rest of the material (papers etc), to the half time reviewers no later than two weeks before the half time seminar. FU-prefekt cc:ed on that e-mail.

• Accepted formats: Mahara viewing page or pdf.

• Language: English or Swedish.

• The portfolio should be discussed during the meeting and the reviewers should give their recommendations.

• If relevant, update your portfolio and send the new vs to the FU-prefekt.

• Immediately after: summarize, together with your supervisor, the outcome of the half time review (identified strengths, weaknesses, insights, advice and recommendations). Document everything in your portfolio and revise your study plan accordingly.