**The University of Montana**

**College of Health Professions and Biomedical Sciences**

**School of Public and Community Health Sciences**

Portfolio Guidelines for Master of Public Health Degree Candidates

All Portfolio defenses are stored in your file according to SPCHS policy. They may be used for educational purposes by future MPH students preparing for their defenses. They will not be released for viewing to future MPH students without express permission from you.

# Portfolio Goal

The goal of the School of Public and Community Health Sciences (SPCHS) portfolio is to synthesize and integrate knowledge acquired in coursework and other learning experiences. It is a means by which faculty judge whether you have mastered the body of knowledge and can demonstrate proficiency in the required competencies.

# I. Portfolio Overview [[1]](#footnote-1)

Integral to the MPH curriculum is a required culminating experience. The Council on Education for Public Health (CEPH) specifies that the MPH program “assure that each student demonstrates skills and integration of knowledge through a culminating experience.” All MPH students complete a three-course sequence to fulfill the requirement of a culminating experience, PUBH 591 Practicum, PUBH 593 Professional Portfolio and PUBH 599 Professional Paper. As the last part of the culminating experience, the primary purpose of the Portfolio is to demonstrate the student’s understanding and professional readiness to execute the ten program competencies of public health. Additionally, the cumulative nature of the portfolio creates a tangible means to reflect on the overall MPH academic experience, to clarify students’ future goals in the public health profession, and to prepare students for job searching and interviewing.

# II. Written Report Guidelines

The portfolio should be approximately 20 pages in length, excluding appendices, the majority of which is the MPH Program Experience. The report should include the information and follow the outline listed in the Elements of the Portfolio section and be printed double-spaced using 12-point type. All text is required to adhere to APA format. Cite your resources in your text (Author, year), support you statements with current literature, and include a reference page.

“Artifacts” is a term you hear commonly associate with portfolios. An artifact is a piece of evidence or illustration of the point you are making. Artifacts are the “highlights,” or the best examples. Artifacts may be papers, emails, class discussions, presentations, reports, articles, maps, etc. Sometimes they are examples of work you are proud of. Sometimes they are examples of work you are not proud of, but through the experience you learned something. Artifacts are always explained in the text of your summary—what is your artifact, and how does it illustrate your point? They are never just “stuck in” to the portfolio without being mentioned. You use artifacts to support your reflections and written text. Artifacts are never expected to convey your meaning without the text explanation. Artifacts become your appendices and are referenced in the text.

# A. Elements of the Portfolio

* **Title Page**
* **Table of Contents**
* **Pre-program Statement of Purpose**

The reason you enrolled in the MPH program—perhaps include your application letter as an artifact.

* **The MPH Program Experience**
	+ Reflection on experiences and growth toward program competencies (See Program Competency & Learning Objectives Rubric: Student Version). The student must integrate and demonstrate proficiency in the program competencies and is expected to draw upon and make explicit knowledge gained in the UM-MPH Discipline-specific and Interdisciplinary/Cross-cutting Competencies. You should specifically reference relevant coursework, course projects, the MPH professional paper, MPH practicum, and professional experience in the narrative.
	+ Ten UM MPH Program Competencies
1. Prepare community data for public health analyses and assessments
2. Contribute to public health program and policy development
3. Communicate in public health settings
4. Practice public health with people from diverse populations
5. Collaborate with the community in the practice of public health
6. Base public health practice on scientific evidence
7. Participate in financial planning and management of public health units
8. Exercise public health leadership and systems thinking
9. Respond to public health issues in rural settings
10. Use global insight in responding to local public health issues
* **Project Summary/Abstract**

Include the Practicum summary/abstract submitted on the Approval Forms.

* **Post-Program Statement**

Please review your Pre Program Self-assessment and complete the Post Program Self-assessment. Reflect on your original pre‐program statement of purpose. This reflection should include consideration of how the MPH program met your original personal and professional objectives, as well as a description of any changes to your interest and professional goals in public health that evolved as a result of your experience in University of Montana’s MPH program.

* **Curriculum Vita**

Include an updated professional resume or Curriculum Vita. Minimum requirements include Name, Contact Information, Education, and Public Health and other relevant experience in chronological order.

* **Community Service**

List your involvement in public and community service activities while in the MPH program.

* **List of appendices**
* **Appendices**

# III Presentation Guidelines

The oral presentation serves as an opportunity for students to demonstrate their understanding and professional readiness to execute the MPH competencies and reflect on their overall MPH experience. Students should use a method of displaying their work (such as PowerPoint) to facilitate the presentation. The presentation should be 30-40 minutes in length with additional time for questions. Faculty will evaluate the presentation among themselves before sharing the status of completion with the student. The student should allow 60 minutes for the process.

# IV. Assessment

Written Portfolio: Your portfolio committee will use the Program Competency & Learning Objective Rubric: Faculty Version as a guide to evaluate your portfolio. You will be graded on thorough understanding and skill in each of the core competencies; depth of reflection; and the degree that you support statements through literature and artifacts.

Oral Presentation: The oral presentation is a celebration of your achievement in the MPH program. You are expected to create a presentation to educate the audience on the importance of the public health program in your personal and professional growth. You will be graded on oral presentation skills, clarity of presentation, and organization of presentation materials.

# VI. Additional Information

The purpose of the *Portfolio Defense Checklist* is to guide the student in arranging the logistical details of the oral presentation. This checklist does not supersede the Portfolio Guidelines.

# A. Forms Required Prior to Enrollment

* The *Portfolio Review Committee Form* must be completed, signed and submitted to the Program Coordinator prior to enrollment.

# B. Forms Required Upon Completion

* The *Portfolio Approval Form* must be signed by all members of the Portfolio Review Committee at the conclusion of the oral presentation.
* The purpose of the *Faculty Grading Rubric* is to ensure that the required elements of the Portfolio report and oral defense are clear to the committee members and that a formal system for evaluating the student’s Portfolio is followed.
* The *Program Post-Assessment Form* must be submitted to the Program Coordinator.

# C. Committee Role Descriptions

1. Portfolio Chair (core faculty member): The Portfolio Chair may be but does not need to be the students’ MPH program advisor. The Portfolio Chair ensures that the portfolio project meets the academic requirements of the MPH program, approves the proposal, monitors and evaluates the Portfolio experience, reviews initial drafts of the written document and audiovisual materials for use at the oral presentation, attends the oral presentation, and approves/disapproves the student’s successful completion of the Portfolio.
2. Portfolio 2nd Member (core, adjunct, or program faculty member): The second committee member ensures that the products of the portfolio project meet the academic requirements of the MPH program, review the student’s final written report (not including appendices), attend the oral presentation, and approves/disapproves the student’s successful completion of the Portfolio.
3. Portfolio 3rd Member (alumna/us, core, adjunct, or program faculty member): Prior to serving on a committee, the alumna/us must have completed all requirements for the MPH degree and be accorded the MPH degree by the University of Montana. The Portfolio third committee member ensures that the products of the portfolio project meet the academic requirements of the MPH program, review the student’s final written report (not including appendices), attend the oral presentation, and approve/disapprove the student’s successful completion of the Portfolio.
1. CEPH Accreditation Criteria - School of Public Health Self-Study, Sept. 2011, section 2.5, page 71. [↑](#footnote-ref-1)