

Richard Daniel Henton University
Empowering Leadership



Portfolio Guide

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Portfolio (Curriculum Vitae)

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All Students requesting a degree from Richard Daniel University are required to complete a Student Portfolio (Curriculum Vitae) which summarizes the learning acquired from academic, personal, and professional/ministry experiences.

The preparation of the Portfolio has two main purposes: (1) It provides a means by which Students are evaluated for readiness for academic study. and (2) It provides students the opportunity to summarize and evaluate experiences they bring with them for Kingdom Ministry

A required part of each Student's process. First, the Portfolio will be reviewed by a member of the Academic Committee. After the committee member examines the Portfolio, it will be submitted to an Assessment Committee for evaluation and students/ministry recommendations. In cases where the Portfolio needs improvement, the candidate will be notified of what needs to be added or clarified.

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 Richard Daniel University 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 Richard Daniel Henton University

Candidate/Student

(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 Instructional	Attendance (month-year)	Major	
	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

Speak

Read

()

Since

Write

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

(J) SPECIALIZED ACTIVITIES AND ACHIEVEMENTS

Membership in Professional or Trade Associations

Name of Organizations

Activity

()

Years Offices

Extent of

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

Achievement

()

Type of Award

Year

PORTFOLIO: Letters or Awards (photocopies)

(M) situations in which you have been an occasional Lecturer, Panelist, Instructor, or Teacher

For What participation

()

When

Hours

Describe your

**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