

Educational Leadership
College of Education
San José State University

PORTFOLIO GUIDELINES FOR MASTER'S DEGREE IN HIGHER EDUCATION
ADMINISTRATION
Problems in Administrative Settings

Requirements: The State and the University expect candidates for the Master's degree in Educational Administration and Higher Education and applicants to demonstrate mastery of knowledge and skills, as well as competence in application, related to their field of study.

PreRequisites: All candidates for the Master's degree must have completed all courses required for the degree prior to and/or during the semester in which they demonstrate competence.

Definition: The Master's Degree in Higher Education Administration Portfolio is the demonstration of competency for the Master's degree. The Portfolio takes the place of a final written or oral comprehensive examination at the end of graduate level programs.

Procedure: Portfolio materials will be organized into a loose-leaf binder with the following tabs, reflections, and examples:

1. A cover sheet giving your name, position title, work site name, work site address, work telephone number, e-mail address, work supervisor's name, work address, work telephone number, e-mail address, and your SJSU advisor's name.
2. A current brief professional resume.
3. Summary Report for ED AD 242, the fieldwork course for your apprenticeship, listing your goals and objectives, how and with whom you accomplished them, and the hours spent.
4. Specific evidence of your accomplishments that demonstrate your competence as an emerging leader or administrator in each of the five theme areas:

Administrative Concepts and Management Strategies
Role of Schooling in a Democratic Society
Building Equity in Diverse Communities
Managing and Leading Change
Research and Reflection on Practice

Please use one index tab for each of the five themes and behind each index tab, include specific evidence of your competency:

5. Administrative Concepts and Management Strategies

- At least three (3) pieces of evidence from your work in your 242 apprenticeship or from classes which demonstrate your leadership in this area.
- A two (2) page reflection on skills in administration and management you have learned in your program, classes, field work or apprenticeships: refer to work, classes, readings, and simulations.
- Examples: evaluation processes for student assistants that you have supervised.

6. Role of Schooling in a Democratic Society

- At least three (3) pieces of evidence showing your use of group process and democratic decision making which you have learned in classes or on the job: refer to classes, readings, and simulations.
- A two (2) page reflection on skills in group process and democratic decision making which you have learned at work or in classes: refer to classes, readings, and simulations.
- Examples: forming a team, making sure that everyone has input into a decision.

7. Building Equity in Diverse Communities

- At least three (3) pieces of evidence showing your work in equity and diversity from your work site or from classes.
- A two (2) page reflection on skills in equity and diversity, which you have learned on your job or in classes: refer to classes, readings, and simulations.
- Examples: an agenda from a multicultural event and an explanation of your participation in it to further the building equity in diverse communities agenda, how you include people from all ethnicities and cultural backgrounds in your decision making at work

8. Managing and Leading Change

- At least three (3) pieces of evidence showing you involved in an improvement or change effort at your work: new program, different way of doing a procedure that is more inclusive, revising an outmoded traditional process
- A two (2) page reflection on how you have participated in this improvement or change process, managed and led change and what you learned: refer to classes, readings, and simulations.

9. Research and Reflection on Practice

- A copy of your completed Action Research Project.
 - A two (2) page reflection on how research and reflective writing have improved your leadership and administrative skills.
10. A reflective essay summarizing your strengths, needs for continuing professional and personal growth, and your specific plans (what, how, when) for professional development for the next two years.
11. A two page reflective evaluation of the M. A. in Higher Education Administration program. Comment on the quality of the curriculum goals, objectives, instruction, student assessment, relationships with faculty, access to information, and advising. Your comments will help us improve experiences for students who follow you.
12. Make another copy of each of the following items which you will give to your SJSU advisor to be filed in your permanent folder at SJSU, separate from your portfolio:
- Cover page
 - Current professional resume
 - Summary Report of your goals and objectives for EDAD 242
 - A reflective essay summarizing your strengths, needs for continuing professional and personal growth, and your specific plans (what, how, when) for your own professional development for the next two years.
 - An evaluation essay assessing the Master's degree program in Higher Education Administration.
13. Due date for Portfolios: May 1 or December 1. The candidates will meet in a group with the 242 advisor and their invited work supervisors for a concluding presentation. Each candidate will present the portfolio in a binder and as a Power Point presentation to the group. The Power Point presentation will highlight the 5 theme areas and what they candidate has achieved as competency in each area. The candidate will then hand in the five duplicated items required for the permanent file at SJSU.
14. All portfolios will be turned in to the Educational Leadership Department for review by faculty. Portfolios may be picked up by June 1 at the Educational Administration Department office in Sweeney Hall 404