

## **Culminating Portfolio Procedures**

As their M.Ed. program draws to a close, students are reminded that some critical items will need to be completed to fulfill graduation requirements. Please read through the following information and complete the required tasks. Should you have questions during this process, don't hesitate to call the Department of Educational Leadership at 406-243-5586, or email us at [edld@mso.umt.edu](mailto:edld@mso.umt.edu).

1. Notify Educational Leadership Office (243-5586 or [edld@mso.umt.edu](mailto:edld@mso.umt.edu)) of intent to present and approximate dates available for presentation.
2. Presentations may be held depending upon availability of committee members.
3. Upon qualification, a presentation date will be scheduled at the earliest mutually agreeable date. Preference will be given to scheduling two presentations on the same day in consideration of the schedule of the visiting administrator.
4. Qualification will consist of registration for one terminal credit (EDLD 594: Comp Exam) and completion of at least 8 courses of M.Ed. coursework (remaining courses MUST be taken in the same semester as the Culminating Portfolio). The Comp Exam credit must be paid for prior to presenting and no later than the third week from the beginning of a semester if presenting thereafter.
5. Required materials consists of:
  - a. A portfolio containing an artifact from each completed course required for the M.Ed. with a minimum of eight such courses represented in the portfolio, a professional résumé, transcript, and an electronic copy of the presentation. You may make improvements to your presentation after submission and prior to presenting.
  - b. Benchmark Approval Form completed and submitted with portfolio (the Benchmark Approval Form should be page 1 in your portfolio).
6. In the event a presentation does not pass, a student may repeat the presentation. For each time a presentation is repeated in subsequent semesters, the student will be required to register for additional credit. No student will be allowed to present more than twice in a given semester. Students repeating a presentation in subsequent semesters may expect to do so before a new committee as committees are on a rotating and random basis. Any student repeating a presentation must qualify (see #3 above) as before.

## Student Checklist

- I have filed the Application for Graduation at least one semester before my graduation term (available at [www.umd.edu/grad/Forms/Graduation%20App.pdf](http://www.umd.edu/grad/Forms/Graduation%20App.pdf)).
- I have checked the department's information packet regarding portfolio presentation including scoring rubric
- I have registered for one terminal credit in the semester in which I will present my portfolio
- I have completed an artifact for all courses required in my M.Ed. program with a minimum of eight courses represented
- I am registered for any remaining coursework necessary to complete the program
- I have completed the Benchmark Approval Form for all of my courses represented in the portfolio.
- I have notified the department of Educational Leadership of my intent to present my portfolio and the approximate dates of my availability.
- I understand that should my presentation not pass, I have the option of scheduling another presentation in a new semester **upon qualifying again.**
- In the event of unusual circumstances requiring me to cancel my presentation, I will notify the Educational Leadership department at least 48 hours in advance if possible.