Division II Portfolio Guidelines

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I Committee members should receive the portfolio at least one week prior to the final meeting.

I Each member of your committee should receive a copy of the portfolio.

I Be sure that you keep the original copies of your essays/work and evaluations. The committee members should receive copies of these items (because, while
reading them, we are likely to mark them up).

I Be sure to print your academic history, which lists all the courses you’ve taken and registers the grades you received for Five College courses.

I Be sure to indicate which of the courses on your academic history are included in your Div II.

I If your portfolio includes work from courses you did not complete, please list these courses separately.

I You may include a section of non-coursework that is related to your coursework.

I Be sure that your portfolio includes the most recent version of your contract.

I If possible, please include the instructor’s comments on your essays/work.

I Be sure that you clearly state how you satisfied the Community Service and Multiple Cultural Perspectives requirements. Ideally, your portfolio will
include short statements explaining these things.

I Also be sure that, before your final Div II meeting, Central Records has a copy of your Community Service evaluation. Until this has been done, the Hub
will not allow your committee members to sign your pass form.

I The general sequence of organization should be something like this:
Table of contents; contract; academic history; retrospective; all evaluations (presented chronologically); work for courses (separated by dividers and
labeled by course); Community Service statement; Multiple Cultural Perspectives statement

I The work for courses can be organized either chronologically or thematically/by discipline.

I You don’t need to submit all of your work for each course. Choose one or two significant pieces of work from each course.

I Your retrospective should be a guide to your portfolio. It should (1) explain the general themes, ideas, and concepts under which your Division II is
organized (this is particularly important for highly interdisciplinary Div IIs) and why these are important to you, and (2) provide a kind of intellectual
history of your career in Division II. That is, it should explain how you conceived your Div II at the beginning, how you conceive it now, and note any key
shifts and changes that occurred along the way. You don’t need to go through your portfolio course by course. But be sure to note courses, papers, projects,
etc. that were particularly important in your intellectual development. (3) Finally, your retrospective should briefly describe how your Div II prepares you
for your work in Div III. So you’ll want briefly to describe your Div III project in relation to your Div II.