

## Week 9 Script

### Slide 1:

This presentation will wrap up the last few components of your e-portfolio, the Introduction and Cover Letter and review the evaluation process and submitting additional portfolios.

### Slide 2:

We'll start with the Introduction. The introduction is your first hello to the faculty evaluator. In about 4-8 sentences, you will introduce yourself with a nice photo or photos and some information about you, including your degree plan. Remember that this does not need to be lengthy because the evaluator will get to know you in the Life History paper.

### Slide 3:

The Cover Letter is your request to challenge a course. You will want to include all relevant work/volunteer/life experiences in the bottom section and fill in your own information for the other areas.

You can see the example of John Student's Cover Letter on the screen.

### Slide 4:

Once you have completed your e-portfolio and it is ready to submit for evaluation, a faculty evaluator will be identified for you. You will pay the portfolio evaluation fee. Then the faculty evaluator will evaluate your e-portfolio and award a "P" for pass or a "U" for unsatisfactory. The evaluator might also request to meet or speak with you for additional information.

### Slide 5:

When submitting additional portfolios, you do not have to retake the PLACE course. A PLACE instructor will review your portfolio and provide feedback to ensure it is ready to submit. The evaluation process is the same as that listed on the last slide.

You can submit additional portfolios at any time throughout your degree program. There is no time limit on when you can submit them, although for the purposes of degree planning it is best to submit them within a couple semesters of completing the PLACE course.

In the additional portfolios, the Introduction, Chronological Record, Life History Paper, and Goals Paper will basically stay the same. Of course, if years pass between when you submit another portfolio, most likely you will need to update this information, but other than that, it will stay about the same.

The Cover Letter, Narrative of Competencies, and Documentation sections, or those sections that are focused in on specific courses, will change.

### Slide 6:

You are in the final stretch! This time is vital to review, revise, and put the finishing touches on your e-portfolios in preparation for submitting them for evaluation.

Please let me know any questions you have. You're almost there!

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