Portfolio Project and the MAAS Graduation Process

A culminating experience or comprehensive piece of scholarly work is central to the graduate education tradition. The required end product for all MAAS students is a portfolio. While you will complete your portfolio during your last semester of course work, you should keep the portfolio in mind throughout your time in the MAAS program. Academic standards require that the reflective level of graduate work be much greater than that of undergraduate work. The portfolio is a summary assessment of your beginning and ending points—a binding, a unification of the MAAS journey.

While there are certain required components, please remember that your own experience in the MAAS program is unique, as will be your portfolio.

1. Apply for Graduation
   - You will receive notification each semester of the deadline to apply for graduation from the MAAS advisor and the Graduate School.
   - Generally, the graduation application, graduation fee, and Plan of Study are due one week after the first day of class in the semester in which you plan to graduate.

   Apply for graduation in Genie. Graduation application deadlines are available on the Registrar's Academic Calendar website at [https://reg.uncg.edu/calendars/](https://reg.uncg.edu/calendars/) Do not miss this deadline.

   **Graduation Application Instructions**
   Logon to your UNCGenie account using your Student ID and PIN
   Click Student Tab
   Click Student Record
   Click Apply to Graduate & Complete

2. Complete and Submit the Plan of Study to the MAAS Advisor
   a) Locate the Plan of Study Form on the MAAS Student Resources website - [https://maas.uncg.edu/student-resources/](https://maas.uncg.edu/student-resources/)
   b) Access your student transcript through Genie and complete the Plan of Study form. Your Plan of Study should reflect the same information. The Plan of Study is simply the record of your enrollment in the MAAS program.
   c) Reach out to one or more MAAS faculty members to request they be your portfolio reviewer. Add their name to the Plan of Study form once you have received confirmation they are able to be your reviewer. You only need one reviewer but you may want to ask multiple faculty members in case your 1st choice is not able to serve as your reviewer.
   d) Submit your Plan of Study form to the MAAS advisor by email. A deadline for submitting the Plan of Study form will be sent to your UNCG email account by the MAAS advisor but it should be sent no later than the same day you apply for graduation.
   e) As you review your plan, make sure that you have met the MAAS requirement of one 610 level courses, one 620 level course, and one 630 level course + two more MAS courses at any level. The remaining 6 courses can be in the MAAS program or online elective courses from other programs.
3. The Portfolio

The culminating experience for the MAAS degree is an individual portfolio which will include selections from written papers, oral presentations, research studies and course projects completed during the program, as well as a reflective essay. Creating the portfolio will give you an opportunity to review and reflect upon your individual intellectual process and progress acquired during the "journey" through the MAAS program. Because of the cross disciplinary course work that is the hallmark of this degree, every portfolio will be distinctively different for each student. Sample portfolios are linked at https://maas.uncg.edu/student-resources/portfolios/.

It is the intention of the program that you will be able to use this portfolio as a tool in the future - either as part of a job search, as evidence of coursework to secure a promotion, or in some other manner which will benefit you. It is ideal to start working on your portfolio early in your semester of graduation. You may add additional content to your portfolio after graduation to enhance its utility for your specific needs. We ask that you do not add any additional components other than those required at this time so faculty reviewers can navigate through your portfolio without additional materials.

Required format: Your portfolio must be in an electronic format. We recommend using a service such as Wix.com, Weebly.com, Squarespace.com or a similar service. We do not recommend using Google Sites as your permissions and access to your student Google account will terminate soon after graduation. Please be sure to copy your portfolio to a personal Google site prior to graduation if you opt to use Google Sites.

There is no required format or layout for your electronic portfolio however, you will want the admissions essay/personal statement, all 6 products, and your final reflective essay to be easy to find.

Required components:

1. Title page: The homepage or landing page of your portfolio must include the title or theme of your portfolio, your name, and your semester of graduation i.e Spring 2020.

2. Table of contents: Please include a table of contents when possible if you are linking your products to multiple webpages so your faculty reviewer and the MAAS advisor can easily access each requirement of the portfolio.

3. Admission essay/personal statement: Please link a copy of your admissions essay/personal statement as the first piece of your portfolio. You may reach out to the MAAS advisor to inquire if a copy of your personal statement is on file.

4. Course artifacts: Please link or embed work from a minimum of six courses—at least six products. You should include at least one product from each course level – 610, 620 & 630. These artifacts should be linked to the homepage or otherwise easy to locate for your faculty reviewer and MAAS advisor.

5. Final reflective essay: Please write a 6-7 page essay about your MAAS experience. It should tie the portfolio together in thematic ways and detail your personal or professional goals and/or passions. You will reflect on the totality of your time in the program, knowledge acquired/skills learned/abilities enhanced, and how your perspectives have changed since you wrote your admissions essay/personal statement. This reflective essay is not a listing of the courses you took, the books you read, which professors you liked best, etc. —it is a true reflection and review of your graduate experience. The reflective essay should relay a sense of the depth of the impact MAAS program has had on you and your life—personally, intellectually, professionally, emotionally, and spiritually. How have you changed/what has changed/what difference has the coursework and your experiences made in your life? The essay can reference and include quotes and/or selections from the works included in the portfolio.
Types of artifacts that may be included:

- Descriptions of projects completed solo or in group presentations. These may be described or summarized, along with notes or any visual aids which accompanied the original presentations.
- Formal or informal writing (from journals to exams) from any course.
- Creative writing (poetry, fiction, memoir) written for any course.
- Electronic media created for any course: videotapes, audiotapes, webpages or sites.
- Visual artifacts that represent involvement in a course goal: photos, scrapbooks, paintings, pottery, tapestries, sculpture.
- Results of any research project undertaken in the program: scientific lab reports, fieldwork projects, or library research, along with reflections on the meaning of such projects.

Degree Clearance:

Once you have completed the portfolio and your faculty reviewer has sent their approval to the MAAS advisor, your portfolio and transcript are then reviewed by the MAAS advisor and Director of Graduate Study. The Certification of Degree Status forms are then sent to the Director of Enrolled Services at the Graduate School for degree clearance. Congratulations graduate!

Commencement Ceremonies:

MAAS students can participate in the university ceremony as well as the program ceremony. The university ceremony is coordinated by the UNCG Registrar's office. Please check https://reg.uncg.edu/commencement-central/ for details and information about RSVPing for this ceremony.

UNCG Online coordinates a program ceremony. Details about this will be sent to graduating students at their UNCG email accounts as details become available. The program ceremony is where we are able to recognize students individually by walking across the stage.

* Please note that all diplomas are mailed several weeks after commencement.

**There is no summer commencement ceremony. Your degree will confer on your transcript in August and diplomas are mailed a few weeks after this. Summer graduates will be invited to participate in the Fall ceremonies.