Oakwood University
Department of Social Work

Professional ePortfolio Handbook

_____
NAME OF STUDENT

Revised: August 20, 2019

Preface

"The bible identifies self-development, or self-improvement, as one of the primary tasks of the Christian. We are not to focus on the criticism and correction of others. We are to focus on the examination of ourselves. Self-improvement should be our guiding value. Know thyself is a good motto; and then do something about yourself. Look, listen, and learn from what you do and say to discern what are the needs and strengths in your life. Then turn to Jesus for your needs." Ellen G. White, Counsels on Health, p. 107.

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WHAT IS An ePORTFOLIO?

"A portfolio is a place where you store things related to your training in an electronic format, work experience, contributions, and special accomplishments. It is the place to document all your work-related talents and accomplishments so that you have a good sense of your assets" (Colby-Sawyer College).

The portfolio is an effective tool for measuring a student's growth and celebrating accomplishments on the continuum of beginning the social work major to the point of entry-level social work employment. The rationale for the use of student portfolios in social work education includes their capacity to foster self-reflection, integrate the learning experience, prepare students for job searches and employment, and help faculty evaluate and improve the curriculum (Rosegrant, 2004).

The ePortfolio is an electronic format of the portfolio as mentioned above.

THE PURPOSE

The purpose of this ePortfolio is to evaluate all seniors as they demonstrate their knowledge, values and skills as competent aspiring social workers on the verge of entering generalist practice and/or preparing to enter graduate school. The ePortfolio process was designed by the faculty to meet the university requirements of completing an Exit Examination before graduation and serves as a capstone measurement tool of the student's readiness to enter generalist practice and/or graduate education.

The ePortfolio will assist aspiring Social Work graduates by:

1. *Providing a way to organize and display accomplishments;*

2. *Provide meaningful accounts of knowledge and skills;*

3. *Demonstrates progress in the achievement of the Department's goals;*

4. *Provides an opportunity for reflection on personal and professional development;*

5. *Provides a means for communicating professional and personal assets;*

6. *Provides visual references for use during job interviews;*

7. *Provides evidence of the student's ability to interface classroom knowledge within practice; and*

8. *Provides a unique academic profile and collection of artifacts. (Mbyirukura, 2006)*

   In addition, the ePortfolio process allows social work students to demonstrate their competence in displaying a facility with practice behaviors, the social work Code of Ethics, and the integration of Christian values in practice.

AN ACCEPTABLE ePORTFOLIO

*An acceptable ePortfolio will be creative, comprehensive, well organized, neat and grammatically sound. ePortfolios will receive evaluation by more than one evaluator. In order for the ePortfolio to be more effective **it must be well organized and professional in appearance**. This ePortfolio is a reflection of the student to its reviewers. **Please take time to carefully read this guide before you begin this assignment.**__*

THE *ePORTFOLIO COMPETENCIES*

The ePortfolio is a key component of the Department's assessment of each student's readiness for professional Generalist practice. The ePortfolio represents the student's mastery of the Departmental competencies and behaviors.

ePORTFOLIO PROCESS

*The ePortfolio has been divided into two sections: written (via ePortfolio) and oral. The written section must be submitted on the designated date in the course SW480 (Fall Semester). This section will be reviewed by social work faculty members and external assessors. Points will be awarded in accordance to the assigned rubric. All Seniors are required to complete a portfolio prior to graduation. **There will not be a make-up date or extension for this assignment**. Students who do not meet the minimum 80% grade for the assignment will be asked to re-do those sections that are below average until the assignment is completed with the expected level of proficiency. Students required to make changes to the portfolio will not receive a letter grade higher than an 80%. In early Spring Semester, all graduating seniors will be scheduled to present an oral defense of their ePortfolio.*

GUIDELINES FOR FINAL ePORTFOLIO SUBMISSION

- *All ePortfolios must be completed using the required format **(www.LiveText.com)***
- *Each **section** should be clearly identified*
- *The font used **MUST** be legible (12pt Times New Roman)*
- *The FINAL ePortfolio product is the one produced in the Fall Semester and defended in the Spring Semester. You are required to meet ALL guidelines identified in this manual*

FALL SEMESTER ePORTFOLIO CONTENT REQUIREMENTS (SW480)

For the Fall Semester, you are required to complete the following and submit the completed product to your SW480 Capstone (Career Preparation) instructor by the designated deadline date.

- *Introduction/Welcome (include a professional **DIGITAL** picture with one of your favorites quotes).*
- *Personal Mission Statement*
- *Statement of Purpose (SOP)*
- *Career Pursuit Information*
- *Samples of BEST Assignments (See SW480 course instructor for specific assignments)*
- *Five Year Plan*
- *Discussion of what you learned about yourself based on the Personality Tests results*
- *Disposition Evaluations*
- *A brief discussion of your achievement of each of the **behaviors** (1 paragraph for **EACH** behavior)*
- *Please see course instructor for details concerning additional requirements for this course*

ORAL DEFENSE (Spring Semester):

*All seniors will be required to present an oral defense of their professional growth based on the knowledge, values, and practice skills acquired in the Oakwood University Social Work program. This oral presentation will be conducted in **Spring Semester** of the of the student's graduating senior year. The entire process will last approximately **30 minutes** for each student. Students MUST use PowerPoint for their oral presentation and the following guidelines are required:*

- *Students must dress professionally (please see your advisor if you need further clarity on this). Students will have **20 minutes** for defense of their portfolio.*
- ***Outline for the Oral Presentation***
    1. *Introduction of Self*
        - *Motto & Personal Mission Statement*
    2. *Leadership Development*
        - *How have YOU used your time to acquire leadership skills pertinent to Social Work practice? This should be answered even if a leadership position was never held.*
    3. *Personality Tests (administered during your "admissions process")*
        - *Discuss what you learned about yourself based on these battery of tests and how you have grown as a result of changes you have made since then.*
    4. *Spiritual Inventory*
        - *What are your spiritual gifts? How can you use them in practice? What is your current spiritual relationship with Jesus?*
    5. *Identify at least three areas where you will need to grow (i.e. emotionally, practice skills, professionalism, etc.) and discuss how you plan to address these challenges.*
        - *Briefly critique three key things that you learned while a student in this department that should benefit you as an aspiring Social Worker, and include a few things that you would change to improve the department.*
    6. *Five-year plan*
        - *Discuss in detail your professional plans for the next five years.*
    7. *Recommendations for the Department*
        - *Identify three recommendations you believe could strengthen the department.*
    8. *In summary, the presentation students should be prepared to discuss is the comprehension of their Social Work growth as a whole, and how this has enhanced their growth to become a competent generalist social worker and/or prepared them to enter graduate school.*
    9. *Please note that <u>there is a strict time limit for your presentation</u> and that you will be asked to stop should you exceed the time limit. Your grade includes being able to stay within the time limit.*
- *The final phase of the oral defense will consist of a **Question and Answer** component where students will respond to questions from the evaluation committee. Questions will come from various components such as content from the Social Work curriculum (course work), the ePortfolio, field education practice experience, student disposition, and student's oral presentation. Overall, the majority of the questions will pertain to your acquisition of the practice skills expected of Oakwood BSW graduates.*
- *Students will be evaluated by the department faculty and external evaluators (social work practice professionals).*
- *Students must achieve a minimum score of 80% on the oral presentation in order to pass this section.*

IMPORTANT - Please note that the final ePortfolio product represents the mandatory "Exit Exam" required by Oakwood University. Students __MUST__ achieve a minimum score of __80% in each area__ (written and oral) of the Portfolio assignment in order to fulfill this graduation requirement. Students are required to successfully revise, update or re-do any section of the Portfolio that does not meet the minimum standard in order to complete this requirement. The maximum score for any "corrected/revised" section is 80%.

CONTENTS REQUIRED FOR THE __FINAL ePORTFOLIO__ (FALL SEMESTER)

Summarized below are the minimal requirements needed to complete this assignment:

Section 1

1. **– Introduction/Welcome (Original)** -
    a. *Title of this Assignment ("Oakwood University Social Work Department Senior ePortfolio")*
    b. *Student's Full Name*
    c. *Includes student's __professional-looking digital photo__*
        i. *Students are required to __dress in business suit attire__ for the photo*
        ii. *The digital photo should be one that would represent you at any professional interview*
    d. *The photo should be a head and shoulder view, with NO background*
    e. *Includes student's classification, Department (Social Work) major, and date.*
    f. *Includes a brief (one sentence) inspirational quote. This can be biblical, or it can be a quote taken from another source (e.g., Martin Luther King, Abraham Lincoln, Mother Teresa, Ellen G. White, and Mahatma Gandhi)*

Section 2

1. **Sections**
    a. *A separate page must be created for each section below (Motto, Personal Mission Statement; and Statement of Purpose/Philosophy).*

2. **Motto (Original)**
    a. *Develop an inspirational personal motto*
    b. *A __motto__ is a phrase meant to formally describe the general motivation or intention of a person, social group or organization. Your personal motto should represent a concept or idea that __YOU__ choose to live by.*

2. **Personal Mission Statement** *(Original - one page minimum)*
    a. *Includes a citation of a scriptural verse that YOU believe forms the basis for your commitment to serve as a Christian Social Worker.*
        o *An introspective overview of what YOU believe is your purpose as a Christian Social Worker and your personal mission in life.*
        o *What has God __called__ YOU to become? What is God preparing YOU for? You may want to include spiritual gifts that God has blessed YOU with in this section.*
        o *What do you plan to do with the time that God has allotted you on this earth?*
        o *Must include a scriptural text*
        o *PLEASE take time to pray about your personal mission statement as it is a written formula of __what YOU believe God wants you to do with your life__.*

3. **Statement of Purpose/Philosophy (SOP - Original)**
   a. *Most graduate schools require that you write a "Statement of Purpose" (SOP). This written document plays a critical role in your admission or denial into graduate school. It is very different from your personal mission statement, which is a quick summary of what you feel God has directed you to become based on your spiritual gifts, and the direction he has led you in life.*
   b. *The SOP will inform the readers who you are and share basic life details that have brought you to this point in your life to become a professional social worker. Discuss your professional interests and the specific plans that you have for your career upon graduating from Oakwood University.*
   c. *The SOP should be written with flare, enthusiasm and zest for life, as you are writing to convince the readers that you are uniquely suited to be admitted into their program.*

Choose one topic to use for your SOP

   b. *Describe your understanding of the social work profession and its core values. How have you incorporated social work values in your human service experiences and interactions with others?*

   c. *What significant relationships and life experiences have you had in giving or receiving help that have motivated you to pursue a career in the field of social work?*

   d. *Discuss your undergraduate academic experience and include a description of your academic strengths and weaknesses. Please explain any grade deficiencies and what you have done to improve them.*

Section 3

4. **Career-Pursuit Information – <u>Resume (Original Summary and PDF)</u>**
    a. *Professional Resume - Resume should include the student's:*
        i. *Full Name*
        ii. *Current Address and Contact Information*
        iii. *Professional Career Objectives*
        iv. *Education (must be in reverse chronological order)*
            1. *Current overall GPA*
            2. *Knowledge, Values and Skills*
        v. *Career-related Experiences*
            1. *Agency*
            2. *Job Title, Status or Role*
            3. *Duties & Responsibilities*
            4. *Knowledge and Practice Behavior Skills Acquired*
    b. *Volunteer Experiences*
    c. *Publications and Professional Presentations*
    d. *Extracurricular Interests and Activities*
            1. *Include leadership positions held in any of the department's Social Work clubs*
    e. *<u>Two</u> (2) Letters of Recommendation – Sources for professional recommendations may include:*
        i. *Instructors – other than your social work professors for this process*
        ii. *Field instructor/s*
        iii. *Current or Former Employer/s*
        iv. *Someone who has supervised you in a voluntary work experience for a lengthy period of time (not less than one month)*
        v. *Friends, Church Pastors, or Family Members <u>**cannot**</u> be used as professional references*
        vi. *Each recommendation should be on letterhead and include the name of the individual providing the reference, their professional relationship to you, the length of time they have known you professionally, a statement that describes their work experience with you, and their professional opinion of you.*
        vii. ***It is preferable that the person recommending you provide an actual reference letter on letterhead.***
    f. *Statement Regarding Your References – for each professional reference, the student must include a short statement about the individual and why they were chosen.*
    g. *Unofficial Transcript (<u>must include Fall Semester grades from your graduating senior year</u>).*

Section 4

5. **Professional Development & Achievements (Original Summary & PDF)**
    - *Include the required social-work related certificates and a **MINIMUM 1-page** summary of your professional development and achievement. All students must begin earning a minimum of <u>four</u> (4) certificates per semester, beginning the semester following the student's submission of his/her application into the university's BSW program. This demonstrates the student's ongoing development and support of social work-related activities. Certificates can also be earned for attendance at professional workshops (e.g., CSWE, AL/MS Social Work Conference, OU Research Conference, etc.).*

Section 5

6. **Written and Oral Skills**

    Samples of BEST Course Work (Original Statement & PDF)

    a. *Select <u>four</u> (4) social work papers, along with its **GRADED** rubric, from the following courses that reflect your **BEST** scholarly efforts with a grade of 80% or above, and include a minimum of <u>two</u> (2) from 400-level courses:*

        i. *SW330 HBSE I*

            1. *Choose one major paper*

        ii. *SW331 HBSE II*

            1. *Choose one major paper*

        iii. *SW334 Understanding Diversity Oppression*

            1. *Choose one major paper*

        iv. *SW340 Social Work Theories*

            1. *Choose one major paper*

        v. *SW380 Welfare Policies*

            1. *Choose one major paper*

        vi. *SW420 Research in Social Work*

            1. *Choose one research paper*

        vii. *SW451 General Methods of Micro Practice*

            1. *Choose one major paper*

        viii. *SW452 General Methods of Mezzo Practice*

            1. *Choose one major paper*

        ix. *SW454 Field Instruction*

            1. *Historical Context Paper*

        x. **Oral Presentations** *- Select <u>two</u> (2) GRADED rubrics that reflect your BEST oral presentation efforts with a grade of 80% or above. All rubrics must be taken from 300-level and/or 400-level courses and must show the instructor's written comments.*

    b. *Again, each written and oral sample **<u>MUST</u>** include its GRADED rubric.*

Section 6

7. **Leadership (Original)**

    a. *List leadership positions you have held in any of the department's Social Work clubs (Pre-Alumni, Phi Alpha, UNICEF, SW Club), or any other Oakwood University organization.*

    b. *For each position held, provide a brief summary of your responsibilities and the specific <u>accomplishments you made within each leadership role</u>.*

    c. *Write a brief evaluative summary of how your leadership experiences could benefit you in the future and include your strengths and challenges.*

8. **Five-Year Plan (Original Summary & PDF)**

    a. *Include a copy of your Five-Year Plan. Students will be provided detailed instructions in the SW Capstone Course, SW480 (Career Preparation).*

Section 7

9. **Personality Tests (Original Summary & PDF)**
   During your initial Admissions interview, you were required to take personality tests that were designed to help you better understand your personality. Based on the test results, write a MINIMUM 1-page summary that includes the following:

   a. *Highlight what each test revealed about you*
   b. *Include your strengths and challenges*
   c. *Include a MINIMUM 1-page reflection on your personal and professional journey since you were accepted into the university's BSW program and highlight specific ways you have grown since then. How do you know this? What evidences do you have of your growth?*
   d. *Discuss some of the challenges that you still must overcome and what you will do to address each challenge.*

   (Original Summary & PDF)

10. **Fall Senior Field Education Evaluations (Upload Evaluations and Provide Original Short Written Self-Evaluation)**
    a. *Student must include:*
       i. *Fall Field Learning Agreement*
       ii. *Fall Field Evaluation*
       iii. *Using components of your written evaluations to support your statements, include a MINIMUM 1-page self-evaluation of your growth and development during your field internship.*

Section 8

11. **The Behaviors that describe each of the department's competencies (Original)**
    - *Review Oakwood University's Social Work competencies and behaviors (Table 1.1).*
    - *Develop a written response for each behavior. Present examples of how social workers could fulfill each of these behaviors.*
    - *You MUST also share how you <u>have or will</u> utilize this knowledge in practice as an aspiring professional (MINIMUM 1-2 sentences)*
    - *Please be clear in your documentation*
    - ***<u>*Please note that this section is the chief component of your portfolio and will have the largest number of points assigned to it on the rubric.</u>***

(Below you will find examples of this requirement)

AGAIN, YOU MUST WRITE ABOUT THE SPECIFIC BEHAVIOR **<u>NOT</u>** THE COMPETENCIES

Table 1.1 Departmental Competencies and Practice Behaviors:

SECTION A

Competencies	Behaviors
1. **Demonstrate Ethical and Professional Behavior**	*1.1-Use technology, ethically and appropriately* *1.2-Use the NASW Code of Ethics to make ethical decisions* *1.3-Practice professional demeanor in behavior, appearance, oral and written communication* *1.4-Use critical thinking to reflect and self-regulate personal values in practice situations*
2. **Engage Diversity and Difference in Practice**	*2.1-Describe how diversity and difference shapes life experiences at the Micro, Mezzo and Macro levels of practice* *2.2-Use critical thinking to become self-aware and self-regulate personal biases and values* *2.3-Define the forms and mechanisms of oppression and discrimination*
3. **Advance Human Rights and Social, Economic, and Environmental Justice**	*3.1-Identify fundamental rights every person has regardless of position in society* *3.2-Engage in practices that advance social, economic, and environmental justice* *3.3-Use critical thinking as a strategy to help eliminate oppressive structural barriers*

SECTION B

Competencies	Behaviors
4. **Engage in Practice-informed Research and Research-informed Practice**	*4.1-Apply quantitative and qualitative methodology* *4.2-Use practice experience and theory to inform scientific inquiry and research* *4.3-Use critical thinking and ethical approaches to translate research findings into effective practice*
5. **Engage in Policy Practice**	*5.1-Use critical thinking skills to analyze, formulate, implement and advocate for policies that advance human rights and social justice* *5.2-Identify policies at the local, state and federal levels that impact well-being, service delivery, and access to social services* *5.3-Evaluate how policies impact the delivery of, and access to, social services*
6. **Engage with individuals, families, groups, organizations, and communities**	*6.1-Use theories of human development to facilitate engagement at the Micro, Mezzo and Macro levels* *6.2-Use empathy, reflection, and interpersonal skills to engage diverse clients* *6.3-Use critical thinking skills to engage clients at the Micro, Mezzo and Macro levels*

SECTION C

	Competencies	Behaviors
7.	**Assess individuals, families, groups, organizations, and communities**	*7.1-Explain how theories of human development facilitate assessment at the Micro, Mezzo, and Macro levels* *7.2-Use critical thinking when collecting, organizing and interpreting information* *7.3-Develop mutually agreed-on intervention goals and objectives based on strengths, needs, and challenges* *7.4-Identify appropriate intervention strategies based on assessment, research knowledge, values and preferences of clients*
8.	**Intervene with individuals, families, groups, organizations, and communities**	*8.1-Use critical thinking and evidence-informed interventions to help achieve mutually identified goals* *8.2-Use theories of human development to facilitate interventions at the Micro, Mezzo and Macro levels* *8.3-Facilitate effective transitions and endings that advance mutually agreed-on goals* *8.4-Negotiate, mediate, and advocate with, and on behalf of, diverse clients*
9.	**Evaluate practice with individuals, families, groups, organizations, and communities**	*9.1-Apply qualitative and quantitative methods for evaluation of outcomes* *9.2-Use theories of human development to facilitate evaluative outcomes at the Micro, Mezzo, and Macro levels* *9.3-Use critical thinking to analyze, monitor, and evaluate interventions and outcomes* *9.4-Apply evaluation findings to improve practice effectiveness at the Micro, Mezzo, and Macro levels*

1. *Client Advocacy*
    a. *Ability to see the unmet needs of clients and to intercede on behalf of clients.*
2. *Personal reflection and self-correction*
    a. *Reflecting on one's life story and one's practice effectiveness*
    b. *The ability to make changes to one's own life and to one's practice with clients*
3. *Professional Role (as a professional Social Worker)*
    a. *Are members of the profession (NASW), understand the profession's mission (NASW) and its core values (Code of Ethics)*
    b. *Knowledgeable about the profession's historical background and its relationship to contemporary social work practice*
    c. *Committed to the profession's growth*
4. *Professional Conduct and Demeanor*
    a. *Committed to maintaining high moral and social integrity*
    b. *Engage in the profession's enhancement*
    c. *Monitors personal behavior to ensure the consistent professional demeanor*
5. *Professional Boundaries*
    a. *Maintain distance between two psychological or social systems (SW Dictionary)*
6. *Helps maintain professional relationships within various systems Professional Development*
    a. *Attending conferences, workshops, in-service training by the Department or at the student's field placement agency*
    b. *Active participation in social work leadership development opportunities (i.e. Social Work Club, Phi Alpha)*
7. *Supervision (Social Work)*
    a. *Overseeing the general performance of the practicum student*
8. *Consultation*
    a. *Receiving advice or information that will provide insight towards achieving a particular task*
9. *Ethics & Values*
    a. *Understanding and applying social work ethics and values within practice*
    b. *Knowledgeable concerning the profession's ethical standards (NASW Code of Ethics)*
10. *Ethical Decision Making*
    a. *Apply ethical principles in conduct*
    b. *Apply ethical decision making in practice*
11. *Relevant Laws*
    a. *Being able to identify relevant laws that affect practice (local, state, federal)*
12. *Apply Critical Thinking*
    a. *Apply the principles of logic, scientific inquiry and reasoned discernment within practice*
13. *Evidence-based Practice*
    a. *"The conscientious, explicit, and judicious use of current best evidence in making decisions about the care of individuals" (Sackett, Richardson, Rosenberg, and Haynes, 1997, in Gambrill 1999)*
14. *Professional Judgment in Practice*
    a. *Ability to communicate purposefully, clearly, with knowledge and wisdom*
    b. *Ability to synthesize and communicate relevant information*
15. *Diversity and Difference - Engage diversity in practice*
    a. *Understand how diversity and difference characterizes and shapes the human experience*
    b. *Understand that diversity is critical for the formation of identity*
16. *Oppressive Concepts*
    a. *The state or feeling of being heavily burdened mentally, physically, by troubles or adverse conditions*

17. *Identity*
    a. *The various forms in which identity is developed among humans*
    b. *Includes – Social, racial, sexual orientation, gender*
18. *Advancing Human Rights*
    a. *Possessing the knowledge that each person regardless of position has the right to basic human rights which includes: the right to freedom, safety, privacy, adequate standard of living, healthcare and education*
    b. *Possessing the skills and being willing to advocate on behalf of clients whose human rights have been violated*
19. *Advance Social and Economic Justice*
    a. *Recognize the global interconnectedness of oppression*
    b. *Know the theories of justice*
    c. *Apply strategies to promote human and civil rights*
    d. *Incorporate social justice practices in organizations, institutions, and society to ensure equal distribution without prejudice*
20. *Scientific Research*
    a. *Engage in research informed practice*
    b. *Use practice experience to inform research*
    c. *Employ evidenced based intervention*
    d. *Utilize research findings to improve practice, policy and service delivery*
    e. *Quantitative & Qualitative Research*
21. *Employ Quantitative & Qualitative Research*
    a. *Conduct Quantitative and Qualitative Research*
22. *Demonstrate an Understand of the Importance of Ethics in Research*
23. *Apply Knowledge of HBSE*
    a. *Apply HBSE knowledge across the lifespan*
    b. *Identify and relate the range of social systems to practice*
    c. *Identify the various social systems that promote or deter people from achieving health and well-being*
    d. *List various theories and knowledge from the liberal arts curriculum that enable them to understand people from a:*
        i. *Biological perspective*
        ii. *Social perspective*
        iii. *Cultural perspective*
        iv. *Spiritual development perspective*
24. *Policy and Practice*
    a. *Analyze, formulate, and advocate for policies that advance social well-being*
    b. *Collaborate with colleagues and clients for effective policy action.*
25. *Engage, assess, intervene, and evaluate within various systems (Micro, Mezzo, Macro)*
    a. *Demonstrating competence in being able to effectively engage, assess, intervene, and evaluate within various systems*
    b. *Identifying the knowledge and skill sets required to work with people in different systems (i.e. individual, families, groups, organizations and communities)*

ePortfolio Checklist

Please review each section listed below to ensure that you have collected and submitted ALL the required Portfolio items.

☑ *Template*
- □ **Go to www.Livetext.com to create an ePortfolio account**
- □ *Create clearly defined sections*
- □ *Use a legible font*
- □ *Use professional pictures ONLY and be mindful of copyright restrictions*

☑ *Introduction/welcome*
- □ *Include the Assignment Title*
- □ *Include a professional digital photo of yourself*
- □ *Include your Full Name, Department, Major and Date*
- □ *Include a brief quote that represents YOUR personal motto*

☑ *Motto*
- □ *Provide an INSPIRATIONAL personal motto*

☑ *Personal Mission Statement*
- □ *Your **1-page MINIMUM** Personal Mission Statement should explain what you believe forms the basis for your commitment to serve as a Christian Social Worker and must include a scriptural verse (See Portfolio Handbook for details.)*

☑*Statement of Purpose/ Philosophy should:*
- □ *Your **1-page MINIMUM** Statement of Purpose/Philosophy should discuss who you are and include basic details about (1) your life that brought you to this point, (2) your professional interests, and (3) plans you have for your career after graduation*
- □ *Be sure to write your purpose with appeal, enthusiasm, and uniqueness, to entice the readers and stand out.*

☑ *Career Pursuit Information*
- □ *Include a Professional Resume (See page 9 for required outline.)*
- □ *Include **TWO** Letters of Recommendation (References)*
- □ *Include a Statement regarding each Recommendation/Reference*
- □ *Include an Unofficial Transcript*

☑ *Professional Resume*
- □ *Make sure your Resume includes ALL the required elements.*

☑ *Professional Development & Achievements*
- □ *Provide copies of items that you have developed or completed that may relate to your professional development and discuss. For example:*
  - ▪ *Certificates of Attendance and/or Participation at social work-related workshops, conferences, internships, etc.*
  - ▪ *Social work-related brochures for workshops, conferences, etc.*

☑ *Leadership Development*
- □ *List ALL offices you have held in any OU Social Work clubs and explain how these positions aided in your professional growth*
- □ *Include a list of various Social Work-related leadership experiences*
- □ *Provide a brief summary on your responsibilities, accomplishments, experiences, strengths, challenges, etc.*

☑ *Samples of BEST Work*
- □ *Select **FOUR** social work papers that reflect your **BEST** scholarly efforts with have a grade of 80% or above. ALL papers must be taken from the below-listed courses and a **MINIMUM of TWO** papers must be from 400-level courses:*
  - ▪ *SW330 HBSE I*
  - ▪ *SW331 HBSEII*
  - ▪ *SW334 Understanding Diversity and Oppression*
  - ▪ *SW340 Modern SW Theories and Practice*
  - ▪ *SW380 Welfare Policies*
  - ▪ *SW420 Research in Social Work*
  - ▪ *SW451 General Methods of MICRO Social Work **OR***
  - ▪ *SW452 General Methods of MEZZO Social Work*
  - ▪ *SW454 Field Instruction & Seminar I*

- □ *Select **TWO** rubrics that reflect your **BEST** oral presentation efforts. ALL **GRADED** rubrics must be taken from 300-level and/or 400-level courses and must show the instructor's written comments.*

☑ *Five Year Plan*
- □ *Include a **1-page MINIMUM** Five-Year Plan*
- □ *Please refer to the guidelines provided by your SW480 instructor.*

☑ *Personality Tests*
- ▫ *Based on the personality tests taken during the "Admissions" process, discuss what you have learned about yourself since then.*
- ▫ *Based on the test results, write a **MINIMUM 1-page** summary that includes the following:*
    - ▪ *Highlight what each test revealed about you*
    - ▪ *Include your strengths and challenges*
    - ▪ *Include a **MINIMUM 1-page** reflection on your personal and professional journey since you were accepted into the BSW program and highlight specific ways you have grown since then. How do you know this? What evidences do you have of your growth?*
    - ▪ *Discuss some of the challenges that you must still overcome and what you will do to address each challenge.*

☑ *Fall Senior Field Evaluations*
- ▫ *Include a copy of your FALL Field Learning Agreement*
- ▫ *Include a copy of your FALL Field /Evaluation*
- ▫ *Using components of your written evaluations to support your statements, include a **MINIMUM 1-page** self-evaluation of your growth and development during your field internship*

☑ *<u>Practice Behaviors</u> of EACH Competency*
- ▫ *Explain in no more than **ONE** paragraph for **<u>EACH COMPETENCY</u>**, a written response of how you were able to fulfill or accomplish each of the Departmental Competencies within the Social Work program (during your field internship or during a simulated activity)*
- ▫ *Explain in no more than **ONE** paragraph for each of the Competency areas, your achievement of **<u>EACH PRACTICE BEHAVIOR</u>***

☑ *Written Communication Skills*
Review your Portfolio to ensure it includes the following:
- ▫ *APA Style, which includes double spacing and 12pt Times New Roman Font*
- ▫ *Typed using correct grammar and punctuation*
- ▫ *Portfolio must be proofread and include written proof that the document has been peer-reviewed; THE DOCUMENT **<u>WILL NOT BE GRADED</u>** UNLESS YOU PROVIDE THIS DOCUMENTATION! (a signed written letter that includes comments concerning the initial review)*
- ▫ *Professional look of paper (physical)*

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"Higher than the highest human thought can reach is God's ideal for His children". *E.G. White, Education, p. 18*

Appendix

Department of Social Work
Reference Form
(use this form as a guide)

Name of Student _____   *Date* _____

We would appreciate your help in providing us with a reference for the individual named above who has chosen you to serve as a professional reference for the Department of Social Work's senior exit exam review. We would appreciate your help in providing us with a reference for the individual named above.

Name of Referee: _____

Describe the Professional Relationship: _____

Address: _____

Phone: _____   Mobile: _____   Email:
_____

Please have your reference complete the following form.

1.	*How long have you known the applicant and in what capacity?*	*Response:*
2.	*How would you describe the applicant's ability to get along with others?*	*Response:*
3.	*Is the applicant a team player or do they excel by working alone?*	*Response:*
4.	*What are the applicant's primary positive skills or qualities? What areas could they improve on? How comfortable would you be in having the applicant collaborate with you on an important project?*	*Response:*

5.	Are you aware of any extra support needs the applicant might have?	Response:

7) Please evaluate the applicant in the following areas using the scale where - 1 = Below Average and 5 = Excellent:

        a. Reliability   *1   2   3   4   5*

        b. Flexibility   *1   2   3   4   5*

        c. Time Management Skills   *1   2   3   4   5*

        d. Communication Skills   *1   2   3   4   5*

        e. Responsibility   *1   2   3   4   5*

9) Is there anything else you would like to tell us about the applicant that might help us understand them better as it relates to the profession of social work?

Response:

I confirm that the details I have provided are accurate to the best of my knowledge.

Name:_____   Date:_____

References

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Mbyirukira, J. (2006). Portfolio Handbook. Department of Education, Oakwood University.

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White, E. (1951). Counsels on Health. Pacific Press. Nampa, ID.