



HUM 603 Capstone Portfolio Instructions for CPS Fellows and Portfolio Advisors

Overview

HUM 603: Portfolio Capstone (1 credit, C/NC) constitutes the final requirement of the Certificate in Public Scholarship: fellows should only enroll in it once all other requirements have been completed.

HUM 603 takes the form of an independent study with students' portfolio advisors (PA). Fellows should notify the CPS co-directors/administrators of their intention to take HUM 603 and complete the Certificate the quarter before they will do so. An independent study section and add code for will be generated for the individual student.

Capstone Portfolio Development

In HUM 603, CPS fellows create a final portfolio that articulates and provides evidence for the significance of their publicly-engaged scholarship. In developing their capstone portfolios, fellows may wish to refer to the portfolio development guidelines outlined and practiced in HUM 594, *Scholarship as Public Practice*, and also HUM 602, *Public Scholarship Practicum*, and the program's core learning objectives. Resources are posted online at www.simpsoncenter.org/certificate-in-public-scholarship, and in the assignments for HUM 594, available online at: <https://sites.google.com/a/uw.edu/csp-hum-594-central-resouce-site/>.

The final portfolio should consist of a framing statement (750-1250 words) that constructs an argument or claim about the value and significance of your publicly-engaged scholarship, addresses audiences and/or publics you wish to engage and persuade, and draws upon your archived work to evidence and support your claims.

Fellows may wish to respond to either of the following prompts in crafting their capstone portfolios.

- 1) *How can publicly-engaged scholarship participate in creative and collaborative practices that benefit diverse publics and communities?*
- 2) *What should graduate education for engaged research, teaching, and professional service or practice look like and what is necessary to develop, support, and institutionalize these practices?*

Capstone Portfolio Assessment

Capstone portfolios are assessed by portfolio advisors for completion of the course and of the Certificate. The Portfolio Advisor's assessment comes in two forms: (1) a grade (C/NC) that determines whether the fellow completes the course, and thus the Certificate; and, (2) a brief written assessment forwarded to the co-directors, who serve as liaisons to the CPS Curriculum and Portfolio Review Committee. The Curriculum and Portfolio Review Committee periodically reviews final portfolios and portfolio advisors' assessments, in order to inform program, curriculum, faculty, and student development.

Capstone Portfolio Timetables—based on the 10-week academic quarter—for drafting, reviewing, revising and submitting the capstone portfolio:

Week 5: Fellow submits a first draft of the portfolio to PA.

Week 7: PA returns comments to fellow on first draft

Week 9: Fellow submits final draft of portfolio to PA.

Week 10:

- 1) PA submits grade for HUM 603 coursework and a written assessment to the co-directors. Fellow may be copied.
- 2) Fellow receives notice of program completion from the CPS co-directors and/or administrative staff, and instructions to file a copy of their final portfolio workspace as per the procedures outlined below.

These copies of final portfolios are preserved for curriculum and portfolio review and for program assessment purposes. Fellows may opt to share these copies (1) universally or (2) among the UW community, through links on the CPS website.

Final actions for completion

After a copy of the final portfolio workspace is received by the CPS co-directors/administrative offices, a Petition to Award Certificate will be entered into MyGrad, to graduate the fellows from the Certificate.

Fellows who complete HUM 603 and the Certificate will be asked to briefly present their final portfolio at either the June fellows' reception or the December portfolio presentations and party.

Instructions to fellows for creating a copy of the final portfolio workspace.

- 1) Log into your [Google Sites](#) portfolio
- 2) Click *More > Manage Site > Copy this Site*
- 3) Enter a new name for the site you will submit, using this naming convention: "CPS Portfolio Archive [LAST NAME, FIRST NAME]"
- 4) Click *More > Sharing and Permissions*
- 5) Under "add people," add cpsadmin@uw.edu as an owner
- 6) Next to your own username, click the "X" to remove your own access to this copy of your site.
- 7) Send/reply to an email to cpsadmin@uw.edu that indicates whether you would like to provide access to your archived site as follows:
 - Universal access (anyone can read)
 - UW access (UW NetID's only)
 - No access (website will not be linked).

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