

## HONORS PORTFOLIO GUIDELINES

### **What's an Honors Portfolio and what's its value to me?**

The Honors Portfolio is meant to be an integrative capstone experiences through which you creatively examine your educational endeavors using an online platform. By providing real-time reflections, this portfolio enables you to make connections between your academic and co-curricular experiences. Your portfolio should connect your academic values and activities with your future goals and be something that you can present to employers, collaborators, and graduate schools. The contents of your portfolio will vary based on your academic interest, any research or creative scholarship that you have been involved with, and your co-curricular activities.

The value of an Honors Portfolio is that it archives your achievements, demonstrates the skills you have enhanced through your academic and co-curricular experiences, and provides meaningful reflection of your time at the University of Idaho that can be shown to potential employers and graduate schools. (It may contribute towards satisfying your academic program's capstone requirement. Please inquire with the chair of your department.)

Regardless of your discipline and co-curricular activities, an Honors Portfolio must include the following elements:

- 5 artifacts, or pieces of evidence, that represent your learning and growth (i.e., coursework, achievements, volunteer activities and/or projects, etc.).
- Short reflections about each artifact.
- A personal biography or statement that summarizes and connects your core experiences, your values, and your future goals.
- An attached Resume or CV.
- A presentation at the bi-annual University Honors Program Research and Creative Scholarship Forum.

### **What does the Honors Portfolio process look like and how long does it take?**

The process is a year long progression that begins with gathering evidence and/or information about your experiences, reflecting on those experiences, presenting an analysis of your portfolio at the bi-annual University Honors Program Research and Creative Scholarship Forum and submitting your final Honors Portfolio to the Honors Program offices during finals week before your graduation.

This year-long process usually begins one year prior to your graduation.

## Timeline-at-a-glance

The portfolio timeline varies depending on when you graduate:



### Schedule A: You graduate in spring semester (May)

- Take HON INTR 454 “Honors Thesis or Portfolio” in the fall semester before you graduate. During this semester, you will be matched with a peer-reviewer and start on your portfolio project.

- Take HON INTR 440 “Honors Presentations” in the spring semester in which you graduate. During this semester, you will finish your portfolio project, present it, and complete your final Honors Portfolio draft that you will then submit to the Honors Program offices during finals week, i.e., just before your graduation.

**Schedule B:** You graduate in fall semester (December)

- Same as above but take HON INTR 454 in spring semester before your graduate.
- Same as above but take HON INTR 440 in the fall semester in which you graduate.

### **How do I create an online portfolio?**

To create your Honors Portfolio, we recommend that you use Google Sites, as your portfolio needs to be accessible with a link. Google Sites provides templates for you to create your online portfolio website and allows for the addition of text, images, videos, and files that will serve as your artifacts and reflections. Google Sites has troubleshooting guides and videos that can assist you in developing the online portfolio that you desire. First steps to creating your website can be found here: <https://support.google.com/sites/answer/6372878?hl=en>; also, here is a helpful video tutorial for beginners: <https://www.youtube.com/watch?v=OwoNTtlcxgM>.

### **What is the role of the peer-reviewer?**

During the first month of HON INTR 454, you will be matched with a peer in your class. This peer will review the artifacts, reflections, and biography that you develop for your portfolio, provide meaningful feedback, and ensure that your final portfolio is complete. You, in turn, will do the same for your peer’s work. The peer and you will not grade each other’s work; rather, they and you will assist each other with developing a meaningful and realistic completion process of your Honors Portfolio. The forms below will be used during the completion process.

**HONORS PORTFOLIO INTERNAL REVIEW FORM**

This form will be used by your peer reviewer to assist with drafting your Honors Portfolio.  
All forms should be emailed to the Honors Program offices at [honors@uidaho.edu](mailto:honors@uidaho.edu).

Student's name who is completing the portfolio:

---

Student's major(s):

---

Anticipated date of Honors Portfolio presentation (example: Spring 2022):

---

Anticipated graduation date (example: May 2022):

---

Student peer reviewer's name:

---

Has the student you are reviewing identified the required number of artifacts for their portfolio?

Yes       No

How many have been identified? \_\_\_\_\_

Has the student completed a draft portfolio?

Yes       No

Honors Program Director peer review approval:

UHP Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HONORS PORTFOLIO APPROVAL FORM**

To be completed at the Honors Portfolio presentation by the Honors Program Director or program staff member present.

**Student information**

Student name:

---

Date of Honors Portfolio Presentation:

---

**Honors Portfolio Evaluation**

The student has completed the Honors Portfolio assignment:

Yes       No

The student has presented their Honors Portfolio assignment successfully:

Yes       No

Honors Program Director approval

UHP Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_