

Graduate Degree – 700 Course Option Project Portfolio – 4 credits

Graduate students using the project portfolio option will develop, implement, and assess CTE project(s) in accordance with the program project frameworks. After the graduate student has completed her/his CTE project(s), the graduate student will present the project(s) to a graduate committee. Below is a description of the process used for students using the project portfolio option for their 700 course requirements.

1. Projects Presentation

At the graduate defense, the student will have 40 to 60 minutes to present her/his portfolio of completed CTE projects. Some students use a powerpoint presentation to introduce and summarize the project accomplishments.

2. Project Portfolio

In addition to giving an oral presentation about the completed projects, the graduate student also needs to submit a project portfolio to the committee chair or the CWU/FCS department, two weeks prior to the defense date. The project portfolio should include: student's name, graduate degree, and defense date on the outside cover.

A. Introduction Section – brief required by graduate office

1. Title page (1 page)
2. Course of study (1 page)
3. Biographical information (1 page)
4. Abstract (1 page)
5. Graduate committee and option approval form (1 page)

B. Project Information – use divider tab/course name for each core course

1. Copy of project proposal
2. Copy of project report
3. Copy of supervisor's/mentor's end of project assessment
4. Copy of assessment rubric from course instructor
5. Copy of product or product sample
6. Statement regarding project changes for oral defense (if you lost points on a project report or product, you need to address or correct the issue for the oral defense)

3. Project Defense Questions

The graduate committee will ask the graduate student questions about her/his portfolio projects for 20 to 30 minutes.

4. Graduate Committee Vote

Following the graduate student's portfolio presentation and the question/answer session, the committee will ask the graduate student to leave the room. While the graduate student is out of the room, the committee will decide whether or not they believe the graduate student has met the degree expectations for the graduate degree. Those students, which have met the degree expectations, will receive a yes vote. Those students, which have a deficiency, will receive a no vote or a conditional vote. Students receiving a conditional vote will be given directions and a time line for improving their application for the graduate degree.

5. Project Portfolio

The Project Portfolio Notebook will become the property of the FCS Department.