

LBS 790 PORTFOLIO PROPOSAL AND CONTRACT

This proposal and contract is an agreement between the student, faculty advisor, and Program Director, confirming that the student will develop a portfolio in conversation with the faculty advisor, and that the student will seek to achieve her/his stated learning outcomes. Students are responsible for collecting all signatures and returning the contract to the Continuing Studies Office at Brookstown.

Student Name _____ Student ID# _____

Phone Number _____ WFU email _____

Semester and year of enrollment in LBS 790 _____

I. Student Responsibilities

- a. Develop a portfolio proposal with learning outcomes.
- b. Meet at least three times with the faculty advisor.
- c. Choose two (or more) research papers written for courses taken.
- d. Write an original paper capturing major learnings from coursework as a whole.
- e. Meet with the faculty advisor and Program Director to discuss the portfolio.
- f. Make any revisions and submit a final version to the Continuing Studies Office.

II. Faculty Advisor Responsibilities

- a. Meet with the student at the beginning of the semester to discuss the portfolio and proposed learning outcomes.
- b. Schedule at least two additional meetings with the student to develop ideas, assess progress, and discuss student learnings.
- c. Write an email to the Program Director confirming that the student has worked responsibly toward fulfilling the learning outcomes stated in the student's proposal and is ready for submission of the portfolio.
- d. Meet with the student and Program Director to discuss the portfolio and agree on revisions to be made before final submission.
- e. Together with the Program Director assign a grade for LBS 790.

Student Signature _____ Date _____

Faculty Advisor Name _____ Signature _____

Program Director Approval _____ Date _____