Criteria for MPH Portfolio

The MPH portfolio is an electronic copy of all products that you had a hand in creating, singly or jointly. It may be used to demonstrate professional expertise and skills in public health and is a major component of a successful practicum. It is strongly recommended that you keep a copy of all the products you submit to your electronic portfolio to have one for personal use. Your electronic copy will become the property of Walden University.

ePortfolio: You will create your Portfolio using the Optimal Resume system based in Career Services. It will include your documents and products. Once completed, you will send your link to your preceptor for review and signature – and then to your instructor for grading, including the preceptor's handwritten signature. To access Optimal Resume ePortfolio, go to: http://academicguides.waldenu.edu/careerservices/optimalresumemphpportfolio

Items to include in the portfolio:

1. **Title Page** - The portfolio must include a standard title page with your name, agency name, preceptor name, and the date completed (may use the end date of the quarter).
2. **Student checklist** – must have handwritten signature. Include this immediately after the title page.
3. **Table of Contents** - The table of contents must list all items included in the portfolio
4. **Products** - The portfolio will contain electronic copies of all products that were agreed upon in the Learning Agreement. The student may not pass PUBH 6639 unless all agreed upon products are present in clearly identifiable fashion. The portfolio may include additional products beyond those agreed upon in the Learning Agreement.
5. **Product Description** - Each product must begin with an introductory page written by you with a summary and explanation of the product. The summary will include reflection, analysis, and self assessment of learning.
6. **Supplemental items** – Items that were not created singly or jointly by you must be so noted so as to clearly delineate your own work. Supplemental products must include your written explanation of their purpose for inclusion in the portfolio.
7. **Timesheets** – The portfolio will contain electronic copies of all signed time sheets.
8. **Learning Agreement** and **all approved addenda** to the Learning Agreement (if applicable).
9. **References**.
10. **Portfolio sign-off sheet** - must be submitted with preceptor’s handwritten signature.

**Note:** After grading, portfolios will be reviewed by the MPH Practicum Coordinator for adherence to the above quality parameters. Portfolios that do not meet these criteria may result in a retroactive change of the student’s grade from Satisfactory to Unsatisfactory.
Student Checklist

Sign and include this checklist in the beginning of the portfolio after the title page.

☐ Portfolio contains title page with all required elements (someone who did not know anything about my practicum would be able to understand what I did).
☐ Portfolio contains all products that were present in Learning Agreement, each in a separate section.
☐ Product description and summary is present for all products in a separate section.
☐ Supplemental items contain a summary page explaining use.
☐ Portfolio contains copies of all signed time sheets.
☐ Portfolio contains a copy of the Learning Agreement.
☐ Portfolio contains references.
☐ Portfolio contains the Preceptor Sign-off Sheet.

Student’s signature
Portfolio Sign Off

This form must accompany the portfolio. Place it in the front of the portfolio, as the first page.

Agency Name:

Agency Preceptor Name:

Student Name:

Date submitted to Walden:

I, __________________________________________ have inspected

(Agency Preceptor signature)

this portfolio on ___________________ and agree that the contents are

(date)

an accurate and acceptable reflection of the student’s professional activities

performed under the auspices of Walden University for fulfillment of the capstone

practicum.
## Portfolio Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>0-2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Poor</td>
<td>Needs Work</td>
<td>Good</td>
<td>Superior</td>
</tr>
<tr>
<td>Quality</td>
<td>Poor</td>
<td>Needs Work</td>
<td>Good</td>
<td>Superior</td>
</tr>
<tr>
<td>Organization</td>
<td>Poor</td>
<td>Needs Work</td>
<td>Good</td>
<td>Superior</td>
</tr>
<tr>
<td>Visual appeal</td>
<td>Poor</td>
<td>Needs Work</td>
<td>Good</td>
<td>Superior</td>
</tr>
<tr>
<td>Scholarship</td>
<td>More than 5 errors</td>
<td>4-5 errors</td>
<td>2-3 errors</td>
<td>0-1 errors</td>
</tr>
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<td>2-3 errors</td>
<td>0-1 errors</td>
</tr>
</tbody>
</table>

### Grading scale
- 270-300=A
- 230-260=B
- 180-220=C
- <180=F