

**The Professional Portfolio**  
**Department of Sociology**  
**University of Kansas**

From their first semester in the graduate program, students are expected to prepare a professional portfolio of their graduate experience and work to submit it annually on the first Friday of the spring semester. Post-Oral Comp students must submit one final professional portfolio including the dissertation proposal.

The professional portfolio should be seen as an on-going systematic collection of selected work that can demonstrate achievement and development. It is frequently expanded, revised, and updated. For example, an incorporated seminar paper that is later revised should be updated in the portfolio. Likewise, portfolio statements should be reconsidered and re-written in light of continued study and intellectual development. The faculty will conduct annual reviews of portfolios in the spring and thus students should ensure that all materials included are up-to-date and reflect the student's current progress. Finally, the portfolio should be an electronic document in a single PDF file so it is accessible to faculty for evaluation.

The Professional Portfolio must contain the following items:

- table of contents
- curriculum vitae
- a portfolio statement explaining why the items selected have been included in the portfolio, how they relate to fields of interest, how those fields might be integrated and related to one another and what are understood to be the leading research issues in the major fields
- syllabi & written work from all courses including research papers, take-home examinations, masters' thesis proposal, etc.
- master's thesis
- area specialization dossiers (ASD) for two areas, at least one containing a critical review essay (CRE)
- dissertation proposal
- published works, if applicable
- conference papers, if applicable
- grant proposals, if applicable

The Portfolio may also contain the following work products if the student and their committees find them helpful as evidence of student's preparation:

- powerpoint presentations (converted to PDF form)
- description of professional websites designed
- syllabi created for courses taught or proposed
- annotated bibliographies
- public sociology activities such as op-ed pieces, work done for community organizations, and the like.

Once completed, the professional portfolio in PDF format should be submitted by email to the student's primary advisor and the graduate academic advisor ([cebutler@ku.edu](mailto:cebutler@ku.edu)).

## How to Create a Bookmarked PDF Document in Acrobat Professional\*

\* available on grad student office and main office computers

1. Click the "Bookmark" icon on the left side of the screen. This will open the bookmark menu on the left side of the screen
2. Scroll to the page you want to select
3. Click the "New Bookmark" icon on the top of the bookmark menu.
4. Enter the name you want to give the bookmark & press Enter

To change the location of a bookmark:

1. Click on the bookmark
2. Scroll to the new location
3. Right click on the name of the bookmark and select "Set Destination"

