

Professional Portfolio and Area Specialization Dossier (ASD) Information & Checklist

From their first semester in the graduate program, students are expected to prepare a **Professional Portfolio** of their graduate experience and work to submit on the first day of the spring term each January. (Students who have completed the Oral Comp Exam are exempt from this requirement.) The Professional Portfolio is an on-going, systematic collection of selected work that can demonstrate achievement and development. It is frequently expanded, revised, and updated. It **must contain** a table of contents, curriculum vitae, syllabi & a final work product from all graduate courses, the master's thesis, two Area Specialization Dossiers (ASDs), a Critical Review Essay (CRE), and the dissertation proposal. These items should be included as they are completed. Other items to include may include syllabi for courses taught, published articles, conference papers & presentations, etc. Much of this material will be organized into the two ASDs in the areas of the student's chosen specialties.

ASDs: Doctoral students are required to demonstrate competency in two substantive areas of sociology. Students will demonstrate their competency in their chosen areas by taking a minimum of two graduate level courses in each area and compiling an ASD for each area, including writing a Critical Review Essay for at least one of the areas. The ASD must contain the syllabi and coursework for relevant courses completed in the area. Other materials in the ASD may include conference papers/presentations, exams/essays/research papers written or published, original syllabi for courses taught, completed research proposals, or papers submitted to a journal for review. Students should designate a chair and select at least two other committee members for their first ASD during their first semester at the Ph.D. level. The first ASD must be completed before the end of their third semester at the PhD level and their second ASD before the end of the fifth semester. Professional Portfolios and ASDs are to be electronic documents formatted as a bookmarked pdf file. *For instructions on how to create a bookmarked pdf, please see below.* Area Specialization Dossiers are due no later than 30 days before Stop Day on any semester. If a student submits it to the committee later than that date, they cannot expect feedback until four weeks into the next semester counting from the first day of classes. Likewise, faculty committees, through the chair, should be expected to provide a decision/feedback on the ASD within 30 days of submission.

CREs: At least one ASD will include a Critical Review Essay. The CRE is a broad assessment of the area, starting with a conceptual mapping of the area that includes its foundational literature, theories, and relevant work produced in the past 10 years. This essay might also highlight the student's specific interest in the area, especially pertaining to their dissertation. CREs should be no longer than 10,000 words (40 pages) in length, excluding the bibliography. CREs should be completed, approved by the committee, and placed in the relevant ASD before the entire ASD is reviewed. CREs must be submitted to committees for review no later than 30 days prior to the ASD submission deadline in any semester. Faculty committees, through the chair, should provide a decision/feedback on the CRE within 3 weeks of its submission. Students will have one week to make the revisions prior to submission of both the CRE and ASD for final review.

Procedures and Timetable for Portfolios and ASDs

- ◆ Students should start to compile their Professional Portfolio at the start of their graduate career. They are due during the first week of spring term each January for review by the Graduate Studies Committee.
- ◆ During their first semester at the doctoral level, students should select an area of specialization and choose a committee chair and two other committee members that area. Prior to starting an ASD, students should have taken at least two graduate level courses in the area and received a satisfactory grade (B or higher) in those seminars. Students must file the Advisor/Committee Agreement Form with the Graduate Secretary prior to starting an ASD. Committee membership may not change after the CRE/ASD has been submitted for review.
- ◆ Doctoral students must complete their first ASD by the end of their third semester at the Ph.D. level, and a second ASD by the end of their fifth semester. The ASD should be submitted *no later than 30 days prior to Stop Day* if faculty members are to review it by the end of that particular semester. Committee members should direct all feedback to the Chair of the committee. After all feedback has been considered and the all committee members have reached an agreement, the committee Chair will inform the student, Graduate Director, and/or Graduate Academic Advisor of the results in writing. Committee members may approve (pass) the ASD or request additional revisions ("Revise & Resubmit").

ASD Checklist

- ◆ Choose committee members and submit an Advisor/Committee Form.
- ◆ Review your current Professional Portfolio & note any/all items relevant to your chosen area. Meet with your committee chair to determine if additional items will be required.
- ◆ If the ASD contains a CRE, it must be submitted at least 30 days prior to the ASD due date. Faculty committees, through the chair, should provide a decision/feedback on the CRE within 3 weeks of its submission. Students will have one week to make the revisions prior to submission of both the CRE and ASD for final review.
- ◆ On or before the due date, email the ASD as a single, bookmarked pdf file to the committee members.
- ◆ The chair of the ASD committee must notify the Director of Graduate Studies and/or Graduate Academic Advisor in writing whether the committee has approved the ASD requested revisions. ASDs must be passed/approved by the end of the semester in which it's due in order for students to be considered to be making satisfactory academic progress.
- ◆ The revised ASD should be turned in no later than 30 days after the committee has given feedback to the student.
- ◆ Once approved, insert the date on an ASD cover sheet (template attached) and add the ASD to your Professional Portfolio.

6/14/17

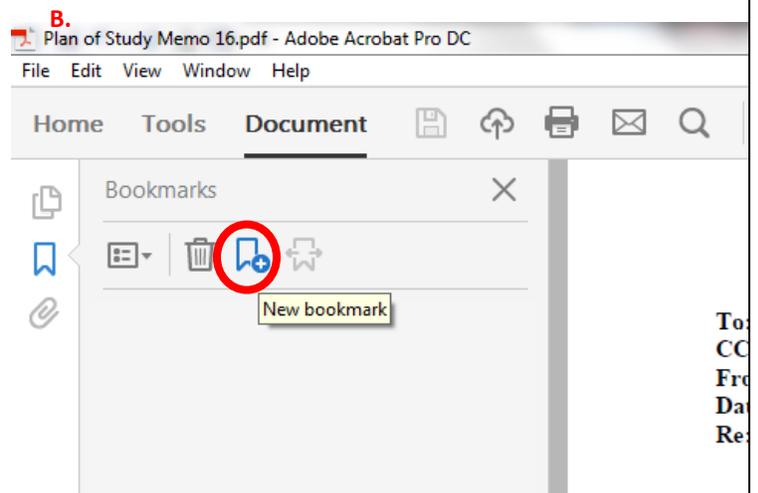
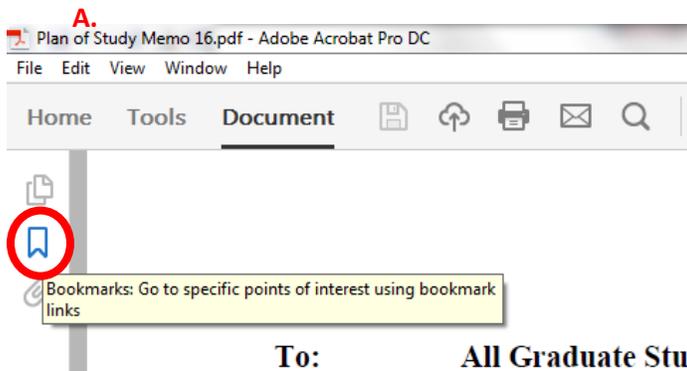
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**How to Create a Bookmarked PDF Document in Adobe Acrobat\***

\* 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. (See picture A)
2. Scroll to the page you want to select.
3. Click the "New Bookmark" icon on the top of the bookmark menu. (See picture B)
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"



**YOUR NAME**  
Department of Sociology  
University of Kansas

Submitted to the Department of Sociology in partial fulfillment  
of the area specialization requirements in **NAME OF AREA**  
for the degree of Doctor of Philosophy.

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Chair: **Name**

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**Committee Member 2 Name**

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**Committee Member 3 Name**

Accepted on **DATE**