

Kansas State University
M.S. Adult Education
Program Completion Portfolio (rev. 08/2015)

The Graduate School of Kansas State University requires comprehensive examinations. In order to fulfill this requirement, the M.S. in Adult Education adopted a Program Completion Portfolio as the final examination. The portfolio is a collection of artifacts from assignments completed while in the program courses and reflections essays addressing the topic of the student learning outcomes. Two artifacts and a reflection essay will be completed for each student learning outcome for the M.S. in Adult Education program.

A learning portfolio emphasizes students' knowledge and, more significantly, their understanding of how and why this knowledge fits into a larger framework. An important component to this portfolio is the reflection on each artifact. "Reflection...is an essential component of good quality learning and the representation of that learning. Relating new material to what one knows already may mean reflecting on what one knows and modifying it (deep approach)" (Moon, 2005, p. 2).

Moon, J.A. (2005, November 28). *Guide for busy academics: No. 4. Learning through reflection*. The Higher Education Academy.

Student Learning Outcomes

SLO1: Using APA style, demonstrate proper **integration of relevant literature** into an Adult Education problem, concept or argument.

SLO2: Demonstrate understanding of the **research process**.

SLO3: Demonstrate an understanding of **social issues affecting adult education**.

SLO4: Demonstrate knowledge of the **impact of technology on adult education and adult learning**.

SLO5: Demonstrate effective **written communication skills**.

SLO6: Demonstrate the ability to **synthesize** complex information.

SLO7: Recognize **moral and ethical responsibilities within the adult education profession and practice professional ethics**.

Entries in the Program Completion Portfolio

Entry Reflective Essay

This is a one to two-page essay discussing why you chose the adult education degree program, what you expect to gain from the experience, and how will it help you in your personal or career plans. This essay should be written prior to or during the first course in the degree program. It can be uploaded as soon as it is written.

Artifacts

Artifacts are assignments (i.e. any paper, presentation, video, podcast) completed in the adult education course work. If students complete courses in other departments (e.g. academic advising, conflict resolution), artifacts should not be selected from those assignments. Students will submit two artifacts for each Student Learning Outcome (SLO). These artifacts should demonstrate the students ability to meet the SLOs. Students do not need to revise the artifacts after receiving instructor feedback. The artifacts submitted should be the original; we do not want the graded copy.

An artifact can be used for two different SLOs, but it will need to be named accordingly and uploaded to both SLOs assignment submission.

SLO Reflection Essays

Students will write a two page Reflection paper that addresses the topic of the SLO. **The Reflection paper should explain what you learned during the adult education courses (the program) that demonstrates your accomplishment of that SLO. It should contain information about what you have learned concerning the topic of the Student Learning Outcome.** The Reflection Essay should NOT discuss the artifacts. The artifacts are documentation and may be referenced only. If the student would improve the artifact now, he/she may state how the artifact would be improved to meet the SLO standard in the reflection paper.

The two page limit is a firm rule. Longer submissions do not meet the requirement and will be returned to students to correct. Reflection essays should NOT contain a cover page. The SLO should be typed in the place of a title for the essay and the student's name should be in the header.

Complete a Reflection Essay for each of the SLOs. There will be seven reflection papers total.

Final Reflection Essay

After students have written and submitted all of the SLO Reflection Essays and appropriate artifacts, they should review their Entry Reflection Essay and their SLO Reflection Essays. Think about your growth and change as you moved through the degree program requirements. The Final Reflection Essay is a three to five page required paper that addresses these issues/idea:

- How are you different than when you first began this program?
- What applications or language do you have for the future?
- What values will help in your future endeavors?
- How will this change affect the way you work in the field of adult education or in your current profession?

Presentation and Quality

The Portfolio is to be completed as a Word file (Excel and PowerPoint documents included) or PDF. All Word documents should have one-inch margins, double spacing, and Times New Roman 12-point font. Graduate quality writing is expected for the portfolio documents. All paper should use [APA Style](#) (as throughout the program).

Make sure all documents uploaded are in a Microsoft Word format (Word, Excel, PowerPoint) or PDF. If you are a Mac User, we cannot open files uploaded in Pages. Make sure all documents are in one of the Microsoft Product formats (Word, Excel, or PowerPoint) or PDF.

If Prezi is used, student will need to link to an external cite. Students may also use videos and provide links or upload the document to Canvas.

Evaluation

Each Masters' student has a committee of three faculty members. The student's faculty committee members will review the entire portfolio. The portfolio will be evaluated on the level the students address each student learning outcome topic. In addition, it will be evaluated for the thoughtfulness and conceptualization; substantive and relevant content; demonstration of knowledge; and technical presentation (e.g., writing style, organization and flow, APA style, grammar). The portfolios will be evaluated on a scale (unsatisfactory, basic, proficient, distinguished). The department will use this information to improve the program. The student will be notified of "Pass" or "Fail".

If a student does not pass a student learning outcome, then he/she will be contacted by the Director of Assessment (Dr. Royce Ann Collins). The student will be given another chance to quickly revise the SLO submission. The revision must be completed within one or two days, because evaluations are completed at the end of the semester before graduation.

K-State Academic Integrity

Academic Accommodations for Students with Disabilities

If you have any condition, such as physical or learning disability, which will make it difficult for you to carry out the work as outlined or which will require academic accommodations, please notify your advisor (major professor) before creating your portfolio.

Academic Honesty

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-

campus, and via distance learning. To find more information and examples of actions that would be considered academic dishonesty, check out the [honor system website](#).

Assessment Surveys

Students will be sent two different surveys from the Adult Education Department after the portfolio is submitted.

Master of Adult and Continuing Education Student Learning Outcome Self-Assessment. A link will be sent the student during the month of the Portfolio Due Date. The information is not tracked by student name. A report of how all the students rated themselves on each of the SLOs is generated after graduation. All responses are anonymous.

Sample Question

Knowledge area: To what degree do you think you demonstrate proper **integration of relevant literature** into an Adult Education problem, concept or argument:

uncertain basic proficient distinguished

The levels are defined for each SLO and students have an area to comment on each one.

Master of Adult and Continuing Education End-of-Program Survey. A link will be sent to the student prior to Commencement.

This information is used to complete reports about our services to students. All comments are anonymous. A report is generated after graduation.