Building a Medieval Studies Portfolio

What is it? Your Medieval Studies Portfolio will be a record of the work that you have done in classes, of your academic goals for your undergraduate career, and of your non-academic accomplishments while at Loyola. Some work will be submitted by your faculty, and other items are of your choosing. The idea is to create a portfolio that offers the widest view of all that you have achieved while you are here.

Why do it? Our minor program is very flexible because students choose to study the medieval world for different purposes. This flexibility means that different students take different sets of courses. The portfolio will be a comprehensive view of the specific courses you took and what you have achieved in them, so that you and your advisor have a better sense of the plan for your minor.

In addition, having a long term record of your minor work will be a huge advantage when you begin to plan for the next stage—either getting a job or going on for more school. You’ll have a ready record of your accomplishments that your faculty can access in order to write you the best and most detailed letters of reference.

Finally, your portfolio will be of great help to the Medieval Studies committee because it will allow us to use student work to make the minor better, to make sure we are doing what we need to do as teachers and as advisors, and to see how the courses you take in your major fit in to what we are trying to accomplish as a minor.

What do I have to do now? The first thing is to fill out the Portfolio Coversheet and Contents page. Fill in the top part and the courses you are taking this semester in your minor.

The next thing to do is fill out the Beginning of the Semester Goals sheet. Put your name in the top blank and think about what you really want to accomplish in your minor this semester.

The last thing is to take the Curriculum Vitae Form and fill it in. There may not be much to put in for the first year, but in time you will add to it.

Hand all of these things back to the chair (Dr. McClain). They will go in a folder in the department.

What do I have to do later? At the end of the semester, you will be asked to submit a piece of your work from each of your minor courses for the portfolio. It can be a test or a paper or some other project. Your faculty will be asked to submit a copy of your final exam/projects in their classes. The combination will give a good picture of your work.

You will also be asked to submit an Assessment of Learning Goals (on the back of the Beginning of the Semester Goals), as check on your success on reaching your goals for this semester.

Will I have access to the portfolio? Yes. You will always be able to look back at your portfolio, and you should, especially before advising and registration so that you can think about what you want to accomplish next.

Will faculty have access to the portfolio? Yes. We will use your portfolios to help us as advisors and we will use your portfolios to help us evaluate the program as a whole, so that we can make any changes that need to be made and so that we can know what works and needs no change. And we will use the portfolios in preparing your letters of reference. The more detailed we can be, the better the letter can represent who you and what you are capable of. A better letter means a better job, scholarship, graduate school, and so forth.

When does this start? We will hand out the forms when you meet your advisor during pre-registration for spring semester, and you will hand in the Beginning of the Semester Goals sheet, the Portfolio Coversheet, and the CV at the beginning of spring term (by 1 February 2005).

Questions? Don’t hesitate to contact your advisor or the chair of the committee with any questions you have about the portfolios or anything else.

Medieval Studies committee

Davina McClain (chair, Classical Studies)
Sara Butler (History)
Alice V. Clark (Music)
Mark Gossiaux (Philosophy)
John T. Sebastian (English)
Thomas A. Smith (Associate Dean, Religious Studies)