

## Appendix I.

### Montreal School of Theology

#### Student Portfolio<sup>1</sup>

##### **Purpose**

The portfolio provides a concrete means

- to examine the breadth of the student's work over their MDiv studies
- to bring to light the student's learning needs, challenges, or areas of concern both personal and academic
- to retain concrete evidence of the student's growth throughout the MDiv program

The first two years of the standard M.Div. program are foundational to the whole program. During this time the student portfolio will provide a means to reflect on how this learning can be integrated, especially as the student moves into the In-Ministry Year (M.Div. III) and begins developing the skills necessary for ordained ministry. The student portfolio is a tool for evaluation of the student's learning needs and their progress toward fulfilling the M.Div. learning outcomes. This portfolio will be especially useful in the beginning of the M.Div. III year, as students begin to develop their learning goals for the year and a learning contract is established.

Note: Although parts of this portfolio may be useful to the student for more public demonstration of their competency and professional skills/experience this is not the primary purpose of the M. Div. portfolio at MST.

##### **Overview**

All students in the Montreal School of Theology are required to maintain a personal portfolio that provides a window into their developing competency and maturity in ministry. Developing this portfolio begins as the student prepares to enter his/her respective college, and ends when the student graduates. During that time an electronic file of academic papers, self-evaluations, critical feedback, and integrative papers will be maintained. Although some documents are more broadly circulated, access to the portfolio will be restricted to the student, their principal, and their director of studies. The portfolio will be deleted when the student graduates.

The portfolio is a sampling of student work. In some instances, the student will select items from amongst possibilities available to them.

##### **Included in the portfolio are**

- Two samples (at least 1,200 words each) of the student's written work prior to entering the college
- A personal statement (e.g., one written for an examining board of their denomination, for college entry, or during the student's discernment process)
- All student self-evaluations from the In Ministry Year
- At least four sermons or worship services written during M.Div. studies
- One academic paper per term (preferably a major paper) during MDiv I and II

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<sup>1</sup> The student portfolio process begins in September 2014. Students enrolled prior to that date are not required to provide backdated documents; they simply begin their portfolio with items created after September 1, 2014.

- Integrative papers I, II and III (Note: Integrative Paper I is revised prior to entry into the IMY and this is the version that should be included in the portfolio)
- Results of any language evaluation tests, such as TOEFL (Test of English as a Foreign Language), or any placement tests.

**For the In-Ministry Year particularly, included are**

- A copy of the learning contract
- Three sample theological reflections, including notes from the conversation with supervisors
- All sermons and liturgies given in the field placement
- All written work for the Theology of Ministry course, including the Biblical Foundations for Ministry paper
- The Theology of Preaching paper
- The Cuba Reflection report
- All evaluation reports, including self-evaluations, supervisor evaluations, and lay committee evaluations.

September 15, 2014