



UNIVERSITY OF  
**NORTHERN COLORADO**  
**Honors Interdisciplinary Program**  
**LEARNING PORTFOLIO INSTRUCTIONS**

**Required for HIP completion designation on the transcript and diploma.**

The Honors Learning Portfolio is an Honors Interdisciplinary Program requirement that helps you to reflect on your learning during your time in HIP. Through this portfolio, you will be able to share your learning process and achievements as an HIP student. The portfolio must include documents from each of the classes that you completed for your HIP requirements and must show evidence of your work in all student learning areas as well as include reflections on the theme(s) as applicable if you are completing the theme-based honors path.

The portfolio itself should be in a three-ring binder or as an electronic document (see below), organized with divided sections and labels. The portfolio project requires documentation from each of your HIP courses, so you need to review the requirements in early and begin collecting materials in your first semester!

### **Deadlines**

If you complete HIP in any semester prior to your graduation semester, you have until the end of the following semester to complete your portfolio. If you are **graduating in the same semester that you complete HIP**, please submit your portfolio to the Honors Program office by the deadline below:

- Fall Completion: December 1
- Spring Completion: May 1
- Summer Completion: August 1

### **Electronic Portfolio Option and Canvas-based portfolio tools**

You may create an electronic portfolio that includes all of the same elements that would be included in the binder-based hard copy portfolio. A template for an electronic portfolio will not be provided; instead students may develop their own format, as long as it can be submitted as either a single document (such as a pdf) or as a link to an internet based document. Collecting documents and or/submitting your portfolio through the Canvas e-portfolio tool is encouraged. At the very least, Canvas is the ideal location to store course work documents for later printing. Canvas portfolio tools are easy to use, and include templates and help guides.

## **Cover Page**

Please create a Portfolio Cover Sheet and insert that page as the first page in your portfolio binder. The cover page must include:

- “Honors Interdisciplinary Program Learning Portfolio”
- Your name
- Bear email
- Majors & Minors
- Date Submitted
- Optional: photos, images, artwork, designs

## **Section 1: Achievements in Learning (Divider 1)**

In this section, please include:

- Current unofficial transcript (print from URSA)
- Current resume/vita

## **Section 2: Evidence of Learning (Dividers 2-6)**

In this section, please include documentation of academic work from your honors classes that demonstrates your learning in each of the five Student Learning Outcome areas (see form.) You are required to include documents from each of your HIP classes (3 core classes plus your HON101 (or HON100 or MIND 100 for the FA2015 cohort) and your inquiry course (e.g. LIB151) with a separate tab for each class. Together, this collection of your work should include materials from each of your HIP classes AND address all five learning outcomes. Please use the form provided to organize your submission for this section, and place it behind the Evidence of Learning section divider, before the first divider for the class. You may submit more than one document from a class in order to demonstrate the learning outcomes.

**Examples of documents:** Documents for this section could include research papers, any type of written assignment, reflections from a class, field experience logs, creative work (written, performance recordings, photos of visual work, etc.), discussion posts, data spreadsheets, tests, etc. If possible, also include feedback and/or outside assessment of your learning. This could include instructor feedback on an assignment, test scores, graded lab reports, feedback on a research project, peer review of your work, a supervisor’s evaluation of your work in a practicum or other fieldwork, etc. If you are utilizing a course by contract for your HIP requirement, we highly recommend that you include the contracted additional coursework in your portfolio.

**Reflection on Courses:** Students who are in the Fall 2017 cohorts and beyond must write a reflection on each course in their 3 course sequence. If you are completing the theme track, you should reflect upon how that particular course added to their understanding of the theme. If you are completing the Life of the Mind track, you may reflect broadly on how that course contributed to your understanding of the Life of the Mind (in other words, how did the course impact how you think about thinking). Each reflection should be no more than one page.

### **Section 3: Co-curricular “Honors Connect” Activity Documentation (Divider 7)**

In this section, please create a document that lists the honors co-curricular activities in which you participated. The minimum includes six honors or HSL sponsored activities completed by the time you have completed the program. You should also reflect on your other significant co-curricular and extra-curricular engagement. A template is provided. Please include one reflection (2 pages in length) that articulates how these co-curricular activities supported your learning outcomes and learning environment.

### **Section 4: Process Reflection (Divider 8)**

In this section, choose any two of the following writing prompts to use as the basis for your reflection on the portfolio process. You will answer both prompts in 3-5 pages.

- What is the best example of your learning in this portfolio and why?
- What is the weakest example of your learning in this portfolio and why?
- What does this portfolio as a whole reflect about your learning?
- What were the most difficult parts of this process for you and why?
- In what ways is this learning portfolio unique? How does it capture your personal learning experience and voice?
- What was most meaningful about this process for you and why?
- What did you learn about yourself and your own relationship to learning through the process of creating, collecting, selecting, and connecting your work?
- How has the portfolio process enhanced your Honors experience?

### **Section 5: Learning Goals (Divider 9)**

In this section, you are asked to identify and explain a few of your future learning or professional goals. In 2-3 pages, please identify two or more learning and/or professional goals, explain why those goals are important to you, and share your thoughts about how you might go about working toward those goals. Here are some general topic areas to get your thinking started (suggestions, not required):

- Plans to increase learning in certain areas
- Expand ways of learning
- Apply learning differently
- Connect learning in other ways
- Plans to develop yourself as a professional in your field
- Use learning in other areas like volunteer work, hobbies, or an internship