



UNIVERSITY OF
SOUTHERN MAINE

Portfolio Guidelines USM Supervisor Development Institute

Graduates of the University of Southern Maine (USM) Supervisor Development Institute (SDI) are eligible to receive three elective academic credits by successfully completing an academic portfolio. In order to submit an academic portfolio, you must also have two years of supervisory work experience. The supervisory experience can come before or after attendance in the Institute.

You do not need to be a matriculated student to earn academic credit. You may use a USM tuition waiver benefit to cover the cost of your SDI Academic Portfolio. At the time of the conclusion of your portfolio evaluation, it is your responsibility to determine your eligibility, within the limitations of the USM tuition waiver for which you are entitled each semester.

There is no time limit for completion of an academic portfolio, but it is important for you to complete the registration form as soon as possible so that the Office for Prior Learning Assessment (PLA) is aware of your intention to pursue the portfolio option and may be supportive of your endeavor. The Portfolio Registration Form can be attained at PLA, 253 Luther Bonney Hall, Portland Campus, or by downloading it from their website at www.usm.maine.edu/pla.

All academic portfolios should be submitted in the form outlined in the Guidelines for Academic Portfolio Assessment, available on line at www.usm.maine.edu/pla or through the Office for Prior Learning Assessment. Contact Joyce Lapping, Director of Prior Learning Assessment, at jlapping@usm.maine.edu or 780-4867, to receive a hard copy of the guidelines and to inform her of your intent to complete a portfolio. She will review your first draft; Employment Education and Development, Human Resources, will evaluate your final portfolio for academic credit.

The portfolio should be double-spaced, typed in 12-point font. Candidates need to demonstrate English proficiency. All of the following components of the academic portfolio must be included, in the order outlined below:

- **Title sheet** with “Supervisor Development Institute Portfolio,” your name, title, campus and home addresses, campus and home phone numbers, and e-mail address if you have one.
- **Table of contents**
- **Current résumé**, outlining your supervisory experience.
- **An unofficial transcript** from USM and/or other institutions attended.

- **Competencies and learning outcomes** from your participation in the Supervisor Development Institute. This section is the heart of your academic portfolio. You will have the opportunity to reflect on what you learned through your experience with the SDI, and how you have applied [or will apply] it to your work environment. For this section, please respond to the questions below. You may also include additional information you believe is relevant.
 - How long have you been a supervisor; how many employees have you supervised; what is your supervisory experience at USM and, if applicable, prior to your employment at USM?
 - What specific skills and/or knowledge did you gain from participating in the Supervisor Development Institute and how do these apply in your supervisory role at USM (give at least three examples)?
 - How has your supervisory style changed [or will change] as a result of the SDI?
 - How have your direct reports benefited [or will benefit] from your completion of the Institute?
 - What contributions do you believe you give to your department and USM as a result of completing this program?
 - What do you see as next steps in your professional supervisory development?

- **Documentation**
 - Copy of Supervisor Development Institute certificate of completion
 - If less than two years of employment at USM as a supervisor, proof of employment in a supervisory capacity

For any questions, please contact:

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