ITS PORTFOLIO PRESENTATION: FACULTY GUIDELINES

Once the Spring schedule is finalized near the end of the Fall semester, a board of three faculty members is named for each candidate (the student’s faculty advisor as the chair, the second and third appointed by the ITS director and the dean). The third member may be a person from outside OST who brings strong pastoral experience and serves as a consultant on the panel.

Two weeks before the presentation in the early Spring, the board receives the portfolio to review. The portfolio consists of the rubric, guidelines, and actual text for each of the three artifacts – ministry process note, catechetical plan, and preaching event -- plus a thumb drive containing the catechetical visual presentation and the video of the preaching event.

Students prepare for an evaluation session of one hour, divided as outlined below. Immediately afterwards the panel determines upon an assessment of Pass with Distinction, Pass, Pass Pending Revision, or Fail with the possibility of a second presentation at the beginning of the following Fall semester. A failing grade is normally given only in those cases when the student is deemed to have failed to engage professionally in the project (serious failure to meet deadlines without sufficiently extenuating circumstances, clear lack of effort, or demonstrated inability to meet the artifact requirements).

The evaluation result is sent immediately to the Director of the ITS and the Dean. In the case of either Pass Pending Revision or Fail, the panel chair in consultation with the other two members draws up a brief note to the candidate, copied to the ITS director and the Dean, indicating precisely what must be addressed in order to achieve a Passing assessment. In the case of Pass Pending Revision, the revised artifact must be resubmitted to the panel by mid-April (the exact date to be set by the panel), to be assessed as either Pass or Fail. There is no panel presentation for this revised artifact. In the case of Fail, the candidate is given the option of working on his or her own to resubmit the portfolio at the beginning of the Fall semester, at which point it receives either a Pass or a Fail.

Session Outline

1. Opening by the chair/faculty advisor (1-2 minutes). Welcoming of guests, prayer, introduction of the student, and brief statement of the session format.

2. Student opening remarks (5-7 minutes). Describing the changes made to each of the artifacts during this seminar and the learnings derived in the process.

3. Questions by the panel and discussion (30-40 minutes). The panel asks questions about the artifacts using the rubric guidelines for each. The goal is to generate a conversation about the student work in the portfolio that allows for an evaluation and appreciation to come forth.

4. Deliberation by the panel (5-10 minutes). The candidate and guests are asked to leave the room while the panel deliberates on the portfolio and the candidate’s skill shown in the opening remarks and discussion.

5. Announcement of assessment (1-2 minutes). The candidate and guests are welcomed back into the room where the chairperson announces the panel decision. In case of Pass Pending Revision or Fail, a brief verbal indication is given as to why, to be followed within the next day or two by a written notice about the specific necessary revisions, sent to the candidate and copied to the ITS Director and Dean. That written notice also includes the date given by the panel for the revised artifact(s) to be resubmitted. January 2020