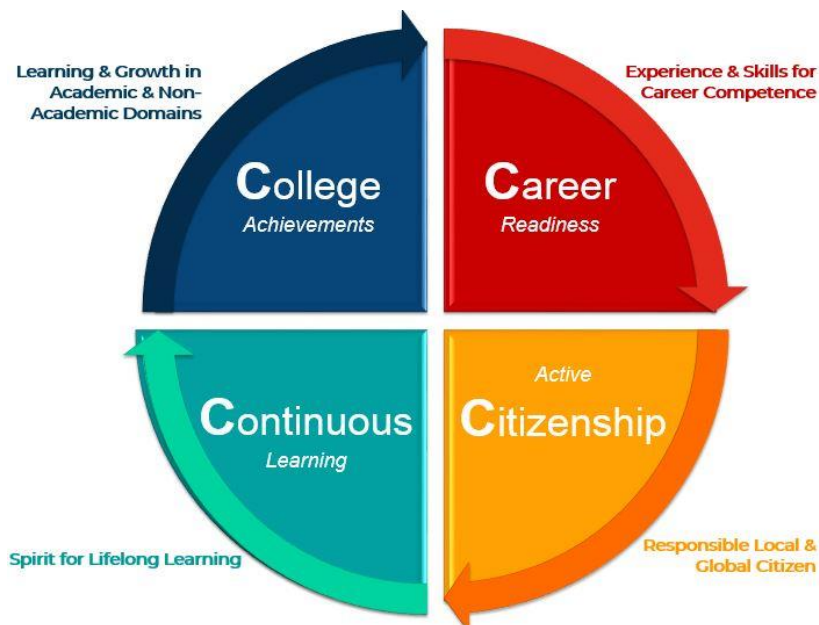

SUSS E-portfolio Framework

The creation and maintenance of an electronic portfolio (e-portfolio) is an experiential graduation requirement for all full-time SUSS students. The purpose of the SUSS e-portfolio is to showcase a thoughtful selection of reflections, work samples and artefacts that demonstrates significant learning, critical thinking and growth. It also serves as a developmental tool for self-actualisation and lifelong learning.

The 4 key domains that students must include in their e-portfolio are: *College Achievement*, *Career Readiness*, *Active Citizenship* and *Continuous Learning*. These domains reflect the knowledge, skills and attitudes that SUSS aspire our students to have.

Students are strongly advised to start their e-portfolios once they embark their learning in SUSS. They should submit their e-portfolios for assessment 6 months before graduation, in accordance to the assessment rubrics.



SUSS E-portfolio Assessment Rubrics

The student's e-portfolio will be assessed 6 months before graduation. There are three possible bands of achievement for this graduation requirement: **Pass with Distinction**, **Pass** and **Fail**. A "Fail" grade will result in the student not being able to graduate. The assessment criteria is shown in the table below.

	Pass with Distinction <i>(Pass with Distinction if met requirements with distinction in QE AND CA, CR, AC or CL)</i>	Pass <i>(met requirements in all components)</i>	Fail
Quality of E-portfolio (QE)	<p>Comprehensive and insightful personal profile that demonstrates the values, strengths, motivations, life goals and experiences of the individual</p> <p>Purposeful selection of artefacts that strongly enhances the personal profile</p> <p>Insightful reflections that explain clear connections between artefacts to learning and/or career objectives</p> <p>Layout has an attractive design that is well-structured and user-centric</p>	<p>Personal profile that demonstrates the values, strengths, motivations, life goals and experiences of the individual, but has minor gaps in insights and comprehensiveness</p> <p>Selection of artefacts that enhances the personal profile to some extent</p> <p>Reflections that explain some connections between artefacts to learning and/or career objectives</p> <p>Layout and design is structured and logical</p>	<p>Personal profile is shallow and lacks insights.</p> <p>Limited or no artefacts to enhance personal profile</p> <p>Limited or no connection between artefacts to learning and/or career objectives</p> <p>Layout and design is unattractive and illogical</p>
College Achievement (CA)	<p>Showcased at least 7 distinct projects in academic and non-academic domains, substantiated with a large variety of artefacts (e.g. certificates, applied projects, photos, videos, web links, testimonials, reflections, work samples)</p> <p>Connection between artefacts to learning objectives are clearly explained to demonstrate significant learning and growth</p>	<p>Showcased at least 4 distinct projects in academic and non-academic domains, substantiated with some variety of artefacts</p> <p>Connection between artefacts to learning objectives are explained to some extent to demonstrate learning and growth</p>	<p>Showcased less than 4 distinct projects</p> <p>Limited or no connection between artefacts to learning objectives</p>
Career Readiness (CR)	<p>Completed and passed Work Attachment, Work-Study or Practicum as required by major</p> <p>Showcased at least 5 outstanding artefacts (e.g. resume, final report, reflections, supervisor reviews, character reference etc.) that demonstrate preparedness for a career</p>	<p>Completed and passed Work Attachment, Work-Study or Practicum as required by major</p> <p>Showcased at least 3 artefacts that demonstrate preparedness for a career</p>	<p>Did not complete or pass Work Attachment, Work-Study or Practicum as required by major</p> <p>Poor demonstration of career preparedness with fewer than 3 artefacts</p>
Active Citizenship (AC)	<p>Pass with Distinction under <i>Community Engagement</i> OR <i>Overseas Experience</i> assessment</p>	<p>Pass under <i>Community Engagement</i> AND <i>Overseas Experience</i> assessment</p>	<p>Fail under <i>Community Engagement</i> OR <i>Overseas Experience</i> assessment</p>
Continuous Learning (CL) - Self-Initiated Learning - Future Learning Plan	<p>Showcased at least 5 distinct self-initiated learning experiences that were not mandated by the university, for personal and professional development</p> <p>Articulated clear and purposeful future learning plans/ goals. Identified at least 3 SUSS CET courses for future study</p> <p>Connection between artefacts (e.g. certificates, applied projects, photos, videos, web links, testimonials, reflections, work samples) to learning objectives are clearly explained to demonstrate significant learning and growth</p>	<p>Showcased at least 3 distinct self-initiated learning experiences that were not mandated by the university, for personal and professional development</p> <p>Articulated future learning plans/ goals to some extent. Identified at least 1 SUSS CET course for future study</p> <p>Connection between artefacts to learning objectives are explained to some extent to demonstrate learning and growth</p>	<p>Showcased less than 3 distinct self-initiated learning experiences that were not mandated by the university</p> <p>Limited or no articulation of future learning plans and goals. Did not identify CET courses for future study</p> <p>Limited or no connection between artefacts to learning objectives</p>