

UCFV GEOGRAPHY HONOURS PROGRAM

Portfolio FAQs

1. *Why is a portfolio required?*

The portfolio is useful for a number of reasons. First, it helps the department determine a student's strengths and weaknesses, as well as aiding in identifying an appropriate Honours supervisor (if one has not already been chosen). Second, it helps the Honours committee determine where a student is in their program. Third, the exercise of putting together one's work in portfolio format is useful in compiling, revising, and storing information that may be used in application for graduate school or employment.

2. *What do I need in my portfolio?*

- Title page, including student name, number, date of application, and contact information
 - Table of contents
 - An unofficial or official copy of your UCFV transcripts
 - A representative selection of completed and graded* coursework, such as lab reports, papers, etc., from the following courses:
 - Geography 201 or 202
 - Geography 241 or 242
 - Geography 253 or Geography 352
 - Any upper-division courses already completed in geography
- *If you are missing graded copies of some of the assignments that you would like to include, submit instead clean (ungraded) copies.*
- Any additional materials that a student feels would best demonstrate their abilities in their field of study, including
 - Course essays from other lower-division geography courses and other programs,
 - A short (1-page) written summary of work completed for a research program, paid employment or as a volunteer. Include in this summary supervising agency or individuals, what your responsibilities, duration of task(s), and any other information important to helping to understand the nature of the assignment.

3. *What if I didn't save all my earlier work?*

Students who did not anticipate applying for an Honours designation (including those students who are applying in the first year or two of the Honours program's inception and students who are transferring from other schools) are unlikely to have saved much of their work. When this is the case, include instead materials from your recent, upper-division courses, as well as any other materials you feel would be useful (e.g. employment experience, etc.). This can include work completed outside of Geography, particularly if it was completed for courses that will constitute the 'breadth' requirement of the Honours program.

4. *How should my portfolio be formatted?*

Place all of the materials in a binder of no more than 1/2". Duotangs are acceptable. Please, no large clunky binders! Place the materials in the same order listed above. Tabs and section dividers are optional.

5. *Where and when should I submit my portfolio?*

Submit your portfolio along with your other application materials to Nicole Levinsky in A407D.