

I. STC/STA SENIOR PORTFOLIO

What is the senior portfolio?

The senior portfolio is a compilation of the written, visual, digital, and design work that represents you as a professional communicator. Print portfolios are required. Electronic portfolios are not accepted at this time. Sample portfolios are available in the Petersen. Ask a Humanities department assistant to view them.

Who is my audience?

The primary audience is the program's faculty and advisory board members. The secondary audiences consist of potential employers or graduate school admissions officers.

What is my purpose?

Your purpose is to demonstrate who you are as a professional communicator.

When and where is it due?

Senior portfolios are due at the time of your portfolio presentation.

Can I get my portfolio back?

Yes. You can pick up your portfolio from the STC/RTC office following the semester you graduate. If you want your portfolio mailed to you, you must leave a mailing package with postage in the STC/RTC office. The portfolio will be kept in the department for a semester.

What if I don't complete a portfolio?

Your diploma and transcripts will remain in the Registrar's office until the program advises the Registrar that you have completed this requirement. This means you will not graduate until you submit the portfolio.

II. STC/A SENIOR PORTFOLIO TRANSMITTAL LETTER

What is the transmittal letter?

This formal letter explains the purpose of your portfolio, summarizes key points about your work, and thanks those who have assisted you.

Who is my audience?

The primary audience is the program's faculty and advisory board members. The secondary audiences consist of potential employers or graduate school admissions officers.

To whom do I address the letter?

Address the letter to the STC/A program panel.

Where does the letter go?

Place the letter immediately after your portfolio title page.

III. STC/A PROFESSIONAL DEVELOPMENT HISTORY

What is the professional development history?

The professional development history is a 750-1000 word description of your growth as a professional communicator. You may draw on experiences in classes, co-ops, the STC Student

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Organization, the Professional Communication Enterprise, jobs, and internships, among others, to chronicle key moments of your development.

Who is my audience?

Your audience is the STC/A program panel.

Where does the professional development history go?

Place the history in a manila folder, separate from the portfolio.

IV. STC/STA SENIOR PRESENTATION

What is the senior presentation?

The senior oral presentation is a recorded 20-30 minute public presentation of your professional identity as it is documented in your work.

Who is my audience?

You will present to the STC/A program panel and interested faculty, students, and the general public. Panel members are drawn from among the STC/A faculty and advisory board members.

What is my purpose?

Your purpose is to demonstrate who you are as a professional communicator. The portfolio is not the subject of your presentation as much as it may provide a means for you to represent your professional identity.

Your purpose is *not* to walk through your portfolio, page by page, but to demonstrate how it showcases your best work and your expertise as a professional communicator. You may use your portfolio, electronic projection, posters, overhead transparencies, or other means you believe appropriate to accomplish this purpose.

Why is my presentation archived?

The presentation is archived to provide the STC program panel with a demonstration of each graduating student's oral competencies. More importantly, your recording can provide you with an example of your presentation skills for potential employers or graduate school admissions committees. The program will provide recording equipment.

Where are the presentations?

Generally, the Petersen Library is reserved for these presentations. It offers Internet access. If you prefer, you may reserve the facilities in Walker 134 instead. Contact the Humanities Department office at least two weeks in advance of your presentation to schedule this room.

How do I prepare?

Practice before you present. Be prepared for questions. Dress in business casual. Be familiar with the room and the equipment you'll use. Plan an alternative format for your presentation in case technology fails.

What do I bring?

Bring your portfolio and professional development history.

Will I be graded?

You will be evaluated, although you will not receive a formal letter grade.

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How and when do I sign up?

A sign-up list will be posted in the Humanities department offices during the first weeks of the semester. You are encouraged to sign-up for your presentation early.

What if I don't complete a presentation?

Your diploma and transcripts will remain in the Registrar's office until the program advises the Registrar that you have completed this requirement. This means you will not graduate until you complete the presentation.