

Research Portfolio Requirement

Educational, School, and Counseling Psychology

Overview and Purpose

Students in the PhD program in the department of Educational, School, and Counseling Psychology (EDP) are required to submit a research portfolio, as outlined below, *before* they are permitted to proceed to the qualifying examination. The purpose of this requirement is to *permit the student to demonstrate his or her competence in conducting independent, empirical research and in submitting that work for public presentation*. This research portfolio requirement serves as a *preliminary examination* in that students must successfully fulfill all components described below to be permitted to continue with their doctoral program of study.

Research Portfolio Components

The research portfolio will include two major components: an empirical research project and submission of a research proposal for presentation. A detailed description of each component follows.

Evaluation of Research Portfolio

Each member of the student's advisory committee who is a current member of EDP will evaluate the research portfolio components. Non-EDP advisory committee members may evaluate the portfolio if they so choose. Each evaluator will use the evaluation form and criteria provided below to note whether portfolio components exceed, meet, or do not meet expectations, and each will then submit the evaluation to the committee Chair. The Chair will merge all evaluations onto a single evaluation form and will give a copy of the final evaluation reflecting the collective judgment of the committee members and a timeline for revision (if applicable) to the student and the committee. The research portfolio will be considered "accepted" when every component described below meets or exceeds the expectations of every committee member. In the event that any component does not meet expectations, a student will be permitted to revise and resubmit the portfolio up to two times (i.e., three submissions total).

Timeline

Students are advised to plan ahead and to inform committee members of their anticipated completion date. The research portfolio must be submitted no later than November 1 of the fall semester or April 1 of the spring semester. The portfolio may not be submitted in the summer. The EDP committee will complete the evaluation of the work within 21 days of the date submitted. *Students assume full responsibility for program delays associated with any required revisions.*

Presentation and Submission

All portfolio elements should be typed, double-spaced, and should conform to the highest standards of writing as outlined in the 2001 *Publication Manual of the American Psychological Association*. A title page should be included and should be followed, in order, by the (a) empirical research project report, (b) statement of contribution to the empirical research, (c) responses to summary questions, (d) conference proposal and citation, (e) statement of contribution to the proposal (if appropriate), and (f) evidence that the proposal was submitted to a peer-reviewed conference. The student will submit hard copies of the portfolio to each EDP committee member. As it is in all professional work, presentation is a criterion in evaluation.

Empirical Research Project

The student will conduct empirical research and include an *empirical research project report*, a *statement of personal contribution*, and a *written response to project summary questions*.

1. **Conduct empirical research.** The student will carry out an *empirical research project* under the supervision of a faculty member. The project may involve research that is conducted independently, within a larger research project or team, as part of secondary data analysis, or as part of a Master's thesis. The research conducted must be *empirical* (i.e., based on data gathered) and must have the potential to make a contribution to the literature. A wide range of projects are acceptable (e.g., experimental, Monte Carlo, survey-based, qualitative, evaluation).
2. **Empirical research project report** (15-25 pages). The portfolio will include an *independently-written* report describing the research conducted. This report should be written specifically for the purpose of the portfolio (that is, a thesis or other past project must be condensed into a briefer report for this portfolio). The report should include a literature review, methodology, results, discussion, and references. The successful report should demonstrate the student's competency in planning and executing research, which includes familiarity with relevant literature; knowledge of research design, data collection, and data analysis procedures; and ability to synthesize results and communicate them clearly.
3. **Statement of research contribution** (1 page). The portfolio will include a detailed statement of the student's unique contribution to the empirical research study and of the relative contribution of any and all collaborators. This statement provides an opportunity for the student to demonstrate his or her research competency *independent* of any collaborators. All decisions about student authorship on published work must be based on APA publication guidelines.
4. **Responses to summary questions about the empirical research project** (4-8 pages). Students will craft detailed responses to the following questions about the design of their specific research project. Students should respond to the group of questions below that is appropriate for their study type (i.e., quantitative or qualitative) by rewriting each numbered question followed by a response written in paragraph form. Length will vary according to study particulars.

Summary Questions for Quantitative Projects

- (1) Summarize the study's research purpose and questions/hypotheses.
- (2) Describe the study's design.
- (3) List the variables in the study. Label them as independent and dependent variables if they can be classified as such. State whether and how any variables were used to control extraneous sources of variation either through the design of the study and/or analysis of the data. State whether the variables were treated as categorical or continuous (i.e., quantitative).
- (4) Explain at least one strength of the design used with respect to internal, external, construct, and statistical conclusion validity.
- (5) Explain at least one weakness of the design used with respect to internal, external, construct, and statistical conclusion validity.

Summary Questions for Qualitative Projects

- (1) Summarize the study's research questions or purpose.
- (2) Describe the study's design. Explain one strength and one weakness of the design used.
- (3) Develop a rationale for why your study is best suited to be examined by using a qualitative approach, rather than by a quantitative approach.
- (4) List the steps taken to verify that the findings are credible/confirmable.
- (5) List the steps taken to verify the transferability of the findings.

Conference Proposal

The portfolio will include a research proposal submitted by the student to be peer-reviewed for presentation at a professional conference, a statement of contribution, and evidence of successful submission. Proposal length will vary according to conference submission guidelines.

1. **Conference proposal.** The student will write a proposal to be peer-reviewed for presentation at a state, regional, national, or international conference. A copy of the proposal should be included in the portfolio along with a complete APA citation of the proposed study and the name of the division or special interest group to which the proposal was submitted.
2. **Authorship and statement of contribution.** The student must be the **first author** on the conference proposal. Unless the student is the sole author of the study, the portfolio should include a detailed statement of the student's unique contribution to the proposal and of the relative contribution of all collaborators. All decisions about student authorship on published work must be based on APA publication guidelines.
3. **Submission of proposal to peer-reviewed conference.** The student will submit the proposal for presentation at a regional, national, or international conference. ***The proposal must be submitted in a format that will undergo peer review.*** Non-peer-reviewed proposal presentations will not be accepted for the research portfolio. The portfolio should include documentation that the proposal was successfully submitted (e.g., e-mail notification).

Research Portfolio Evaluation Rubric

Student's Name: _____ **Date submitted:** _____

Evaluator's Name: _____ **Date evaluated:** _____

This research portfolio component . . .	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Empirical Research Project			
1. Empirical project report			
2. Statement of contribution			
3. Response to Project Summary Questions (Quant. OR Qual.)			
a. Response to Project Summary Question #1			
b. Response to Project Summary Question #2			
c. Response to Project Summary Question #3			
d. Response to Project Summary Question #4			
e. Response to Project Summary Question #5			
Submission of Proposal for Presentation			
1. Conference proposal and conference information			
2. Statement of contribution			
3. Documentation of proposal submission for peer-review			
Presentation			
1. Portfolio contents are presented in professional manner.			
2. Portfolio contents are well organized.			
3. Portfolio contents are formatted in APA style.			
4. Portfolio has been carefully edited and proofread.			
5. Portfolio was submitted on time.			
Overall Evaluation			

Note. If any element of the portfolio does not meet expectations, the student will be required to revise.

The student's research portfolio should be _____ **accepted** (i.e., portfolio meets or exceeds all expectations).
 _____ **revised and resubmitted by** _____
 _____ **denied further review.** _____ (date)

Comments: