



PORTFOLIO REQUIREMENTS & CONTENTS

General Information:

Each baccalaureate music major (BM, BA, BS) is required to keep a portfolio of achievements while in school. This portfolio contains evidence of the student's scholarly accomplishments, including concert and recital programs, repertoire lists, compositions, curriculum vitae, transcripts, recommendations, audio and videotapes, honors and awards, publicity items, and pertinent papers. These accomplishments pertain to music endeavors during a student's academic career — and should include activities on and off campus. Portfolios will be evaluated at every level exit jury.

The portfolio is a graduation requirement and is a required component of MUS 405 Senior Seminar. Upon its completion two (2) versions of the portfolio—a printed version and an electronic version (CD or DVD)—will be submitted to the Music Department in partial fulfillment of graduation requirements. The print version will be returned to the student.

Although music advisors may recommend and/or require additional materials, all portfolios must include the following items:

- Transcript verifying a grade of C or higher in all music courses required for the degree
- Single-page statement of goals
- Degree plan
- List of all recital performances (8 required to graduate)*
- Programs from all performances (required of BM candidates only)
- Jury forms*
- Representative recording(s)*
- Writing sample

Performance Materials:

- Submit a recording of your senior recital and/or, in the case that no senior recital is given, recordings of your performances from any recital *<audio file>*.
- Pieces (to be placed in the portfolio) must be selected with the aid of your applied lessons teacher.

- If appropriate, submit a video recording of a performance *<transfer to QuickTime format (only) via iMovie in ITC 204>*.

Composition Materials:

- Submit legible, bound compositions that you have written as part of your applied lessons. These should include performance notes, program notes, and extracted parts *<pdf>*.
- Pieces (to be placed in the portfolio) must be selected with the aid of your applied lessons teacher.
- If only one composition is selected, then make it the ‘best’ of your representative works.
- If more than one is selected, choose contrasting styles, genres, etc. (i.e., a concert work and a jazz arrangement). Do not put transcriptions in your portfolio. Submit original compositions only for concert works. Do not ‘pad’ your file by placing only large scores in the portfolio or by placing too many scores!
- Submit a CD recording of the representative works that have been submitted *<audio file>*.
- You may place other recorded works for which you have not submitted scores *<audio file>*.
- Photocopies of any award/competition/commission that you have achieved *<scan document via computer lab or ITC 204>*.
- Create a MS Word document that lists any other composition activities (performances, competitions entered, etc.) *<MS Word document to pdf>*.

Other Items:

- Transcripts - Complete official or unofficial transcripts (from all schools that you earned college credit from) *<pdf file>*. *<if not in electronic format then scan document via computer lab or ITC 204>*.
- Concert Programs - Primarily those in which you were a featured performer, i.e. recitals, chamber ensembles, etc. Any program that contains program notes by you should also be represented *<don’t need an actual program; instead, compile a single document listing in MS Word that contains pertinent information and save as a pdf. For senior recital programs include either a scan document of the printed program (via any computer lab or ITC 204) or a pdf document>*.
- Curriculum Vita - Music related *<MS Word document to pdf>*.
- Research Paper - Choose one representative example that demonstrates your ability to participate in research and compose a paper based on that research. Any upper division class research project will do, but turn in a “clean” copy and not one that has instructor markings all over it! *<MS Word document to pdf>*.
- Presentations - Submit either an abstract and/or outline of the presentation. If the

- presentation is a paper then submit it in its entirety <MS Word document to pdf>.
- Off-campus Activities (music related) - This could be volunteer work, or music-job related activities <compile a single document listing in MS Word that contains pertinent information about activities and save as a pdf>.
 - Internships (music related) <compile a single document listing in MS Word that contains pertinent information about activities and save as a pdf>.
 - Other?
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Presentation of Portfolio:

- Create a MS Word document entitled *Table of Contents*. This document will contain a listing of all materials in your portfolio. At the heading of this document please place your name, degree, anticipated graduation date, and permanent contact information (address, phone, email, etc.). Save this document as a pdf.
 - Compile all electronic documents onto a single CD. If you have multiple audio files or require more additional storage then you must submit either a single DVD or a double CD. If you have more than one disk to turn in then you must provide a separate *table of contents* for each disk.
 - You must turn in your electronic portfolio in a standard DVD case (similar to those that movies are packaged in). This DVD case must be properly labeled professionally with your name, degree, and anticipated graduation date.
 - Make a duplicate file for your own records!
 - You should also create a “hard copy” portfolio that you keep for future reference.
 - The portfolio is a requirement to graduate. Be sure to turn in your portfolio by the required deadline. Upon successful completion of the final portfolio the graduation requirement will be acknowledged.
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How to Create:

Audio files:

- Obtain a CD recording of your audio samples
- Using iTunes create MP3 conversions of your audio files (use AIFF or WAV files for your own archiving purposes);
- Drag your converted audio files from iTunes to a file folder on the desktop titled “Audio Samples.”
- This file folder will be placed on your portfolio CD/DVD when all of your materials are compiled.

PDF files:

- On Macintosh: Open up your document using the program that created it;
- Select PRINT from the FILE menu; *remember that anything you can bring up on the monitor and has a print capability (like a browser for viewing your*

- transcripts) can be converted to a PDF document.*
- DO NOT PRINT IT! At the bottom of the print window you will see a button that says, “Save as PDF...” – select it!
 - Name the document so that it makes sense to the viewers (i.e., Music History Paper).
 - Place all PDF files (except your table of contents) in a separate folder that is titled “PDF Documents”. This folder will be placed on your CD/DVD portfolio.
 - PCs: The PDF option is built into the operating system of the Macintosh. For PC users (as of the writing of this document) you can either create PDFs from within specific programs, including MS Word, or you have to download a free PDF conversion program from the Internet.

Scanned documents:

- Any document that needs to be scanned must be accomplished in the main computer lab;
 - Once you have scanned the document (i.e., senior recital program) then you must save it as a PDF document (see above);
 - Only submit the pdf version of your scanned document in your portfolio.
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