



**Department of Geosciences
Fort Hays State University**

Portfolio Guidelines for Master of Science in Geosciences Students

All students working on the non-thesis M.S. Geosciences degree are required to construct a portfolio of their graduate-level work while at Fort Hays State University. The purpose of the portfolio is for students to demonstrate that they have accomplished program learning outcomes, particularly:

- Program Learning Outcome #3: Demonstrate mastery of the scientific method.
- Program Learning Outcome #6: Participate in professional activities.

Because the portfolio should showcase a student's knowledge, skills, and problem-solving capabilities, it can also be sent to potential employers when applying for jobs.

Unless otherwise specified by the major graduate advisor, portfolios are digital with appropriately-formatted documents clearly organized in a file. The file with documents should be transferable to the student's graduate committee via USB drive or the cloud. The final evaluation of the portfolio will be performed by the student's graduate committee.

The portfolio should include:

1. A cover letter-style summary of your professional interests, professional/academic experiences, and career goals. Page/word count and formatting are at the discretion of the student.
2. An up-to-date CV or resume (using whichever is more appropriate for your field). This document should be appropriately formatted for submitting to potential employers in your field and updated since GSCI 800.
3. Research Paper (15 page minimum) that includes introduction, methods, results, discussion, and conclusions (even if these sections are not formally labelled). This can be the final paper from GSCI 800 or another graduate-level class completed at FHSU.
4. Literature review. This can be the literature review prepared for GSCI 800 or another graduate-level class completed at FHSU.
5. A copy of a formal presentation. This can be from a graduate-level course or professional activity completed while a student at FHSU. The student must be the primary contributing author of the presentation (meaning the presentation cannot be from a group project if using a presentation from a course or must be a professional presentation where the student is the first author). This may be a powerpoint of an oral presentation, presentation video, professional poster, etc.
6. Material from any formal projects completely as part of FHSU graduate work. This can include data analysis, internship materials, surveys, museum projects, lesson plans, etc.
7. Summary of professional development activities you participated in during your graduate program at FHSU. The student should focus on involvement with professional organizations (including attendance at conferences and workshops) and public outreach events related to his/her area of focus.
8. Summary describing how the scientific method relates to the student's specialization in the geosciences (as specified in the cover letter). It should be clear from this document that the student understands the scientific process. Page/word count and formatting are at the discretion of the student in agreement with the major advisor.