

Portfolio Requirements

1. *Title/Cover page*
 - The following should be located on the front of the binder:
 - A picture of you in professional attire (head and should only)
 - Name, Classification, Major
 - A **short** quote or motto that represents your own personal motto that you have chosen to live by. This statement gives the reader a sense of who you are, your personal philosophy-choose carefully.
2. *Mission Statement (Tab 1)*
 - MU Social Work Program Mission Statement (this can be found in your field manual as well as in the MU catalog.
 - Personal Mission Statement-OPTIONAL
 - A personal mission statement is a brief paragraph stating your commitment to the profession of social work
 - Statement should include your personal mission in life; how you plan to utilize your degree in the service of/for others.
3. *Statement of Purpose (Tab 2)*
 - Statement of Purpose (SOP) is usually required of all graduate schools. For the purpose of the BSW Portfolio, the SOP will provide the reader with background of who you are and what has brought you to pursue social work as a profession.
 - SOP should discuss professional areas of interest and what plans you have following graduation from Misericordia University.
 - When writing the SOP highlight those things that make you stand out from others. Write this section with enthusiasm, flare, and strengths that shows how uniquely qualified for a professional position or entrance into a graduate program.
 - You may find that reviewing a graduate school's request for a narrative statement is helpful in completing this section.
4. *Career and Professional Development Information (Tab 3)*

Career Development

- Professional Resume (Use of the Insalaco Center may be very helpful here)
- Extracurricular interests and/or Activities (e.g. Campus Ministry, Social Work Club, Team/Sport Affiliation)
- Unofficial Transcript (this can be found on emu).

Professional Development

- Provide copies of certificates, awards, publications, and/or professional presentations that relate to your professional or career development (e.g. Poster Presentation of research, Workshops-participant or presenter, American Lung or Red Cross CPR certification, papers published by external sources, news articles related to professional accomplishment or presentation.)

Leadership Development

- List any offices held (e.g. social work club treasurer)
- Describe the responsibilities of the office and your leadership role in fulfilling those responsibilities.
- Write a brief summary that evaluates/assess your strengths and challenges in fulfilling the leadership role.

5. *Personal and Professional Reference (Tab 4)*

3 Letters of Recommendation-Sources that may be used for the requirement include:

- Instructors-other than social work professors
- Field Instructors
- Current and/or former employers
- Volunteer Supervisor (someone who has supervised you when volunteering)
- Letters of recommendation should include:
 - Name of person completing the recommendation
 - Professional relationship (no friends or family members)
 - Length of time they have known you
 - A statement that describes the type of work you completed under their supervision
 - The recommender's professional opinion of you

6. *Demonstration of Professional Competency (Tabs 5-14).*

This is the core of how you demonstrate your competency of the knowledge, skills, and values of a generalist social worker.

- On the front of each tab state the number and description of the CSWE/MU Competency that you are addressing.
- For each competency, write **one paragraph** describing your achievement of that competency.
 - Discuss how you achieved this competency integrating the corresponding practice behaviors.
 - Discuss how you will integrate the knowledge, skills, and behaviors into practice.

Please use the following paper, project, or presentation that corresponds with the specified competency.

Competency 1:	SWK 251 SWK 366	Introduction to Social Welfare Summation paper. Practice I, the Philosophy of Practice Paper
Competency 2:	SWK 351 SWK 366 SWK 232	Sexual Orientation Paper Groups-Cross Cultural Paper/Presentation Research Methods Literature critique with a focus on culturally competent research with vulnerable populations.
Competency 3:	SWK 251 SWK 466	Introduction to Social Welfare- the history of social welfare paper with a focus on human rights. Methods and Practice II Advocacy project
Competency 4:	SWK 232 SWK 101	Research Methods-literature review about quantitative and qualitative research design and utilize scientific evidence to improve practice, policy, and service delivery with an emphasis on cultural diversity and evidence-based practice. Introduction to Social Work Reflection Paper #2 Define the field of practice of your choosing
Competency 5:	SWK 251 SWK 252	Introduction to Social Welfare focus on the historical and philosophical antecedents of present-day social welfare programs and the development of the social work profession. Social Welfare Policy Planning-letter to a legislator asking for his/her influence for the program or service you propose as a solution the gap in services.
Competency 6:	SWK 472 SWK 371	Students integrate theoretical knowledge with practical field experiences. Assignment: Case Presentation-students fully describe demographics, findings, background formulation. Field Instruction I Field Evaluations-engagement process recordings-examine the dynamics of a particular interaction at a specific pointing time in the filed practicum-this is a micro system process recording.

Competency 7:	SWK 371: SWK 367:	Field Instruction 1: Case Presentation: Outline includes interventions and plans. Describe what you have done and what you plan to do about the situation. Macro Process recording with students clarifying the purpose of the interview or intervention.
Competency 8:	SWK 371: SWK 367	Field Instruction I Case presentation: outline includes interventions and plans. What you have done and what you plan to do the situation. Practice II Macro process recording with students clarifying the purpose of the interview or interview.
Competency 9:	SWK 472 SWK 232	Process recording Research Methods: Literature review

**Please note that this section -the Competency section is the major component of the portfolio.

Sample:

Competency 4: Engage in Practice-informed Research and Research-informed practice. *In SWK 232, we were asked to conduct a literature review and learn about quantitative and qualitative research design and utilizing scientific evidence to improve practice, policy, and service delivery with an emphasis on cultural diversity and evidence-based practice.*