

Appendix A

OCCC Political Science Program Portfolio Process for Assessment

All program majors are required to complete POLSC 2613 – Scope and Methods of Political Science. One of the requirements within POLSC 2613 is the submission of a portfolio which will include: 1) Past and/or current work that fulfills the portfolio requirements per the letter that all political science major receive; and 2) A reflection/analysis section. This portfolio will be used by program faculty for the purpose of assessing the rigor and currency of courses in the program and graduate's knowledge.

As a requirement of successful completion of program studies students will be required to submit the following:

A submitted portfolio must contain at least one component from EACH of the five sections below, and must reflect course work from at least 2 different program faculty. In addition, NO group or joint assignments/artifacts may be submitted.

A. Political Science graduates will demonstrate an understanding of the principles, structures, processes, and functions of the U.S. federal government.

1. A lecture, including an annotated bibliography, prepared by the student under the guidance, supervision, and evaluation of the faculty member.
2. A PowerPoint or web-based project compiled on a political science issue, to include a bibliography.
3. A legislative analysis or proposal.
4. A written assignment analyzing a fiscal policy dilemma.
5. A written assignment comparing and contrasting an aspect of American federal government with that of a foreign nation state.

B. Political Science graduates will demonstrate an understanding of how government affects individuals in a society and how internal and external factors affect the government.

6. A courtroom observation of no less than 2 hours duration which identifies the parties to the case, the judge and court observed, the nature of the dispute and an evaluation of legal procedures and principles learned.
7. Synthesized, annotated research materials compiled on a subject from scholarly journals and materials accessed from a collegiate library search engine (e.g. EbscoHost, Academic Search Premier, JSTOR, etc.).
8. A written assignment in the form of a reflection paper based on a minimum of 3 hours of community service or activity.
9. Evidentiary materials compiled in the completion of an internship (paid or unpaid), campaign volunteer work, or volunteer activities for a not-for-profit institution, to include a brief summary of political science concepts learned or

employed in the work and a signed statement from an immediate supervisor attesting to the nature of responsibilities and performance. This summary should be no less than three pages and the activities should constitute no less than twenty-five hours of field work.

10. A letter to a current state or federal officeholder espousing a clear position and a defense of that position on an issue of importance.

C. Political Science graduates will demonstrate a broad understanding of the overall discipline of political science and its major subfields.

11. An individually written brief prepared for course work in a law class.
12. A written analysis paper based on a political philosopher or theorist.
13. An individually written assignment which identifies a problem within a specific public policy, and using the policy stages to outline a solution. If the artifact was originally a group project, it must be submitted as well.
14. Any original project completed for fulfillment of the requirements of a 2000 level political science class.

D. Political Science graduates will demonstrate an understanding of government on a global or international level.

15. A written assignment analyzing a global or international issue.
16. Synthesized, annotated research materials compiled on a global or international subject from scholarly journals and materials accessed from a collegiate library search engine (e.g. EbscoHost, Academic Search Premier, JSTOR, etc.).

E. Political Science graduates will demonstrate competency in: applying political theory; to critically analyze government issues; and to illustrate an ability to communicate ideas and concepts in writing at an acceptable college level.

17. Research papers completed as required course work in a political science class which received no less than a grade of B on a standard grading scale.
18. A written assignment addressing a situational analysis completed as required course work in a political science class.
19. A book review of a current, substantive work in the field of political science.
20. A critique from an article from a scholarly journal or credible news source.

No incomplete works are to be submitted for review. All work must be the student's own. Plagiarism could result in academic discipline by the program.

Portfolio requirements, assessment and maintenance

Each portfolio is to be submitted in bound form in a suitable folder with the student's name and campus identification number located **INSIDE THE BACK COVER ONLY**. The Department Chair/Political Science Program Director will hide the student's name and identification number

from view prior to portfolio assessment. Each portfolio should clearly identify each entry as to the item from the above listing and the item description. Professional appearance of these materials is also important. Handwritten work is not acceptable.

These materials will be evaluated by all full-time program faculty no later than early May or December of each calendar year. The materials will not be graded but will be used to assess program and course competency achievement and to identify areas for improvement in program studies.

The portfolios will be submitted to the Department Chair/Political Science Program Director as identified in the above address. **For spring semester graduates, the deadline for submission of the portfolio is MAY 1; for fall semester graduates, the deadline for submission of the portfolio is DECEMBER 1.** The Department Chair/Political Science Program Director will assemble and store submitted portfolios and after review by program faculty, will make the portfolios available for students to reclaim for a period of at least three months. Any questions about submitted materials should be directed to the student's political science program advisor of record.

The student materials submitted for the portfolio will be assessed according to the following terminal program objectives:

- 1) Political Science graduates will demonstrate an understanding of the principles, structure, processes, and functions of the U.S. federal government.**
- 2) Political Science graduates will demonstrate an understanding of how government affects individuals in a society and how internal and external factors affect the government.**
- 3) Political Science graduates will demonstrate a broad understanding of the overall discipline of Political Science and its major subfields**
- 4) Political Science graduates will demonstrate an understanding of government on a global or international level.**
- 5) Political Science graduates will demonstrate competency in: applying political theory; to critically analyze government issues; and to illustrate an ability to communicate ideas and concepts in writing at an acceptable college level.**

Each Program faculty member will determine independently whether the student's work as submitted in the portfolio adequately represents satisfactory progress in achieving program competencies. These determinations will then be forwarded to the Department Chair/Program Director for compilation and reporting. A rubric is used for evaluation of portfolio materials by all Program faculty (see Appendix B).

Appendix B

Rubric for Assessing Political Science Portfolios

Portfolio #: _____ Reviewer: _____ Year: _____

<u>Outcome Measured</u>	Novice (=2)	Satisfactory (=3)	Distinguished (=4)
Demonstrated understanding of the principles, structure, processes, and functions of the U.S. federal government	Expresses awareness of the principles, structure, processes and functions of the U.S. federal government.	Applies some awareness of the principles, structure, processes and functions of the U.S. federal government.	Takes applied knowledge of most of the principles, structures, processes and functions of the U.S. federal government and creates self-initiated examples.
Demonstrated understanding of how government affects individuals in a society and how internal and external factors affect government	Demonstrates minimal understanding of how government affects individuals in a society and how internal and external factors affect government.	Applies a good understanding of how government affects individuals in a society and is able to specifically demonstrate how internal and external factors affect government.	Not only possesses a keen understanding of how government affects individuals in a society but is able to create self-initiated examples of how internal and external factors affect government.
Demonstrated broad understanding of the discipline of political science and its major subfields	Expresses awareness of the fundamental discipline of political science and its major subfields but they appear not to be applied.	Applies a fundamental understanding to the overall discipline of political science well, including its major subfields, and demonstrates application.	Takes applied knowledge of most of the fundamental discipline of political science and its subfields and creates self-initiated examples.
Demonstrated knowledge of government on a global or international level	Expresses minimal knowledge of government on the local, state, national, and international levels	Applies a fundamental understanding of government on the local, state, national and international levels	Takes an applied understanding of government on the local, state, national and international levels and creates self-initiated examples.

<u>Additional Measures</u>	Novice (=C)	Satisfactory (=B)	Distinguished (=A)
Application of Political Theory	Expresses some connection between political theory and a government system.	Develops perspective based on both political theory and a government system.	Takes own perspective based on political theory and applies it beyond the curriculum.
Writing Ability	Expresses minimal ability to communicate ideas and concepts in writing.	The ability to write is well developed with few grammatical errors although the overall communication of ideas may lack conciseness or clarity.	Written work is grammatically accurate and evidences a high level of ability to communicate ideas effectively.
Critical Thinking	Begins to ask questions and tries to see different perspectives.	Begins to argue for conclusions based on evidence. Arguments are concrete.	Expresses abstract level of reasoning: requires objective evidence, demonstrates awareness of different perspectives, weighs evidence to successfully argue to a conclusion/opinion.

- Portfolios must receive a composite score of 3.00 or better in all areas of measurement to be considered successful.

Composite Score Assessed: _____