

Graduation Requirements: Portfolio

In addition to the required program elements, students are required to compile and complete a “portfolio” before graduation, to be reviewed and approved by the BA Coordinator in the Criminology Department.

Four professional development activities:

This portfolio will outline and describe a minimum of four (4) professional development activities that the student has completed in addition to required coursework (i.e., not in-class guest lectures, videos, or other mandatory course activities) over the course of her/his degree.

[The Criminology Blackboard Community page contains many possible professional development options that happen throughout the year.](#) Faculty members within the Department of Criminology may advise students on whether an activity is appropriate for inclusion in this professional development portfolio. The choice of what to participate in, however, is ultimately up to the student’s judgment. Professional development activities may include:

- Professional development workshops (e.g. mental health, harm reduction)
- Diversity/cultural awareness training
- Conflict resolution / negotiation skills seminars
- Government module training (e.g. Sex Trafficking Training; Freedom of Information Protection of Privacy Training – available online)
- Public speaking / Professional skills development training
- Sexual violence active bystander training
- First aid certification
- Overdose prevention and response training
- Participation in college or community seminars/speakers (e.g., Urban Challenges Forum)
- Participation in academic conferences
- Membership in professional organizations (e.g., Canadian Criminal Justice Association)

Each contribution to the student’s professional development should be written up as follows for inclusion in the portfolio:

- 1 page maximum per activity
- Name of activity/workshop/course/lecture
- Date (if applicable)
- Written description of the activity
- Written analysis of how the activity has enhanced the student’s professional development

The graduation portfolio must include a current academic writing sample:

This writing sample must have been completed at some time during their undergraduate degree, must be academic, must be free of errors and properly edited and referenced. Examples of written academic work includes: term papers, critical reflection essays, critique papers, book reviews, movie analysis, honours thesis etc. If a student is unsure if their submission is not sufficient, they should contact the coordinator prior to submitting their portfolio for assistance.

In addition to these four pages, students must include a current and complete copy of their resume:

It is expected that this resume will have been worked on throughout their undergraduate degree, and should have received prior feedback from faculty. If students have not completed a resume before, they should consult with the Criminology Coordinator for what to include before submitting their portfolio.

Formatting and submission of portfolio:

Students must include all relevant information in one document and send it to the BA Coordinator: Lorree Bogden (bogdenl@douglascollege.ca). The portfolio should include a title page that lists Criminology Graduation Portfolio as the title and includes the students name, student number and date of submission. The 4 professional development activities, a copy of the students' academic writing sample, and the students' current resume should all be contained in the document. APA formatting is preferred.

Criminology Graduation Portfolio deadlines:

Although submission of the graduation portfolio is ongoing, if you are applying to graduate for the winter graduation ceremony held in February, the deadline for portfolio submissions is January 15th. If you are applying to graduate for the summer graduation ceremony held in June, the deadline for portfolio submissions is May 15th. Note that oftentimes graduation portfolios need to be revised/edited before the graduation office can receive notice that a student has successfully completed their portfolio. Be sure to give yourself enough time for revisions PRIOR to your chosen graduation ceremony date.

Contact:

If you have any questions regarding the Criminology graduation portfolio or if you are wanting to submit your portfolio, contact the

BA Coordinator, Lorree Bogden at bogdenl@douglascollege.ca.