

## Final Thoughts on Preparing a Portfolio

1. Things get really hectic at the real deadline, so set an intermediate deadline for yourself. Since someone should review the portfolio before it goes into mass production, find out all the required dates at least 3 months in advance and set your own deadlines. Coordinate with anyone who must review/approve your work. Putting a packet together takes time and energy--and the rest of your duties and responsibilities don't disappear.
2. Keep on file an electronic copy of all articles--with margins that can be hole-punched without cutting holes in the text. Print back to save paper and space.
3. Finish some sections (e.g., references, bibliography, personal statement) well in advance so "crunch-time" is not as bad.
4. Keep your CV up-to-date so all you have to do is print it. [Use a real file or box and/or an electronic folder in which you can place documents related to your activities as they occur. Schedule some time each month to add these materials to your CV and portfolio so you don't have to add everything you've done over six months at one time.]
5. Make extra copies of your packet--one for you and one for your direct supervisor.
6. Prepare the Table of Contents page well in advance so someone can prepare X +2 copies of labeled divider pages.
7. Get appropriate binding materials in advance. Brads work, but are risky because they stick people and fall out. Three-ring binders are better if you can use them.
8. Devote one day to assembling and performing quality control on the portfolio before it goes into mass production.
9. Don't try to assemble the portfolio contents "in mass" on a table. This doesn't work well. Instead, put the materials in notebooks as you go. Ditch the notebooks at the end after you're ready to bind the portfolio if you can't turn in bound portfolios.
10. Assemble the copies all at one time. Otherwise it's easy to get components mixed up--especially if someone is helping you assemble the copies, but they know nothing about the components of a portfolio.
11. Perform frequent quality control checks.
12. Ask a colleague who has gone through the process to review sections of your portfolio as you finish them. Feedback can significantly improve the quality of your documentation.
13. Prepare a standard format for each section. For example, section title, space, your name, etc. Save this as your style sheet. Put a header with your name, degree, and / section title on every page except page one.
14. Get a box to carry your copies. Ten copies of the portfolio can get really heavy and difficult to handle.
15. Once prepared reflect over your portfolio: What you've done, what you're doing, and what you want/need to do.

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