

Artifact Instructions

Each artifact must have an introduction (see template below) and this must be located directly on your website (do not attach as a separate document). In addition, you will create an Artifact Summary Sheet (see template below).

All artifacts (except your resume submitted with your SDA application) must be created during the SDA program.

Lastly, please note the maximum word count for artifacts as noted in parenthesis below. If no maximum is indicated, you may submit a document up to 20 pages.

	SDA Academic Content (list course # and title, project, and content area covered)	SDA Co-Curricular Content
Artifact A*		
Artifact B*		
Artifact C	1. 2. 3.	
Artifact D		
Artifact E		
Artifact F*		
Artifact G		
Artifact H*		
Artifact I*		
Artifact J		
Artifact K		

*Artifacts A, B, F, H, I & K do not need an entry on the summary sheet

Artifact Introduction: Required for All Artifacts (no more than 250 words per artifact)

Each artifact must have a brief introduction, including:

This entry contains....

What is the context for the artifact—when, where, and why this artifact was created

This entry demonstrates...

What key understandings and growth are demonstrated through this artifact?

This entry addresses learning outcome(s)...

What learning outcome(s) does this artifact address?

Artifact A: Resume Development

Two resumes:

Artifact A1: Resume submitted with application to the SDA Program

Artifact A2: Current polished resume (will create and revise in SDAD 579)

Artifact B: Mission Statements (500 words max)

Introduction to who you are as a person and a professional (text, pictures, video) that includes your narrative personal and professional mission statements (*two* different mission statements). Your personal statement articulates what you believe, value, and how you live your life or act towards others regardless of your profession. Make sure to provide illustrative examples with your core values and actions. Your professional mission statement is focuses on how and why you serve your (a) profession and (b) students. You can also include some aspects of your personal mission statement, but it should be distinctly different. Make sure to provide illustrative examples with your core values and actions.

Artifact B1: Personal Mission Statement

Artifact B2: Professional Mission Statement

Artifact C: Best Written Work in the SDA program

Three samples of your best written work from the SDA program. *Three* separate courses (two different SDAD courses and one of any course taken during the SDA program); must be included. In addition, at least one written piece must be a scholarly paper with references.

Artifact C1: SDAD course

Artifact C2: SDAD course (must be a different course from artifact C1 and C3)

Artifact C3: Any course taken during the SDA program (SDAD or non-SDAD); if an SDAD course, must be a different course from C1 and C2

Artifact D: Best Presentation

A PowerPoint/ Prezi presentation you have created during graduate studies in the SDA program.

Artifact E: Beyond Campus: Jesuit Context and Commitment

Professional documentation that you have demonstrated a commitment to the Jesuit hallmark of engaged learning beyond campus, in the following areas:

- 1) Global perspective or education
- 2) Community engagement or service-learning
- 3) Social justice advocacy. (e.g., experience, program, paper, etc.).

Professional documentation can include a course paper or project, presentation, article, facilitation guide, etc.

Artifact F: Letters of Promise

A narrative review of your promise as a student affairs professional, to be written by at (1) one student in the program and (2) one professional in the field (both to be chosen by you).

Artifact F1: Student Letter

Artifact F2: Professional Letter

Artifact G: Research/Programming Development

A research project or professional program you have done, or a proposal for research/program you might like to do. In addition, please provide a reflection sheet that speaks to your growth/development in this area.

Artifact H: NASPA/ACPA Competency Analysis (1200 words max)

An analysis of the knowledge, skills and competencies you have to practice student affairs administration.

After reading professional competency article in the Capstone Course, you will assess yourself using the NASPA/ACPA competencies. Your analysis should be organized into four columns:

- (a) Relevant competencies identified by our profession
- (b) Your self-assessed degree of competency
- (c) Evidence or context of competency, including coursework (include course # and title) and professional practice (include site of specific practice, internship: what and where?; work; what and where?).
- (d) Future strategies of improvement or development

Artifact I: 5 Year Professional Development and Action Plan (500 words max)

After reviewing your NASPA/ACPA competency analysis, create a one page 5 year action plan for continued professional development as a student affairs administrator. You are encouraged to develop this plan in consultation with your professional mentor(s).

Artifact J: Distinctive Contribution

A final document that demonstrates a distinctive contribution you have made or created during the SDA program for which you are particularly proud (e.g. If you could include one final piece to demonstrate your understanding of the profession or competence in the Student Affairs field, what would that be?).

Artifact K: Portfolio Process Assessment (500 words max for reflection)

Provide a critical reflection on the portfolio process (creating the portfolio and presentation). In particular what are three lessons you have learned through this process?

In addition, you will submit a self-assessment of your portfolio no later than one week after presenting your portfolio to your faculty reader.