***UNLV MARRIAGE AND FAMILY THERAPY PROGRAM**
RESEARCH PORTFOLIO CAPSTONE SUBMISSION SUMMARY
Portfolio Requirements

Required Components (due by the first Friday in September)

Page 1

Title Page (Title of your portfolio, your name, degree for which you are applying, etc.)

Page 2

Research Review

A. Briefly describe the research activity/ies in which you were involved.
B. Briefly describe your role in each activity.

Learning Outcomes

A. Briefly describe what you learned over the course of your 12-month engagement

Page 3+

Copies and documentation of all research-produced activity/ies

A. This includes presentations, publications, and/or other works produced
B. The preferred manner in which to do this would be to insert a PDF file into the word document. Click on Insert, and under the "Text" category on the menu ribbon there is the word "object". Click on that, click on the "From file" tab, and browse to find the PDF file on your computer. If you follow this method, make each separate page will have a separate PDF file with your research experience. Microsoft Word creates easy PDFs – just save any word doc as a PDF.

Areas to Evaluate:

Required Components (as described above)

Overall Presentation (the accuracy of typing and spelling; predominant use of active voice; correct use of tenses; agreement of subjects and verbs; no misplaced or dangling modifiers; parallel construction; non-sexist and non-ethnically-biased language; correct use of punctuation; complete sentences; appropriate introduction of quotes; correct use of references; concise, and well-constructed, and flowing sentences; concise, well-constructed, and coherent paragraphs)

Grading Scale:

S: All of the parts of the portfolio that are listed in the table of contents are included and are presented in an organized manner. The included written review and summary of your research experience is clearly written and well organized. The summary also clearly addresses the elements as indicated above as described above. The written presentation is consistent with the most recent APA style.

F: The items listed in the table of contents of the portfolio are not included in totality or are unorganized and in disarray. The written review and summary of your research experience is either not included, not clearly written nor well-organized, or it is incomplete in terms of content areas to be included.

*Prepared by Dr. Katherine M. Hertlein. (2012). University of Nevada, Las Vegas, Las Vegas, Nevada.