Instructions for the WISE ePortfolio:

To receive a WISE Tuition Scholarship, you must submit a Digication ePortfolio which tells the WISE Committee about you, your experience, and your reflections about the experience in relation to the learning outcomes for each of the four WISE components (Study Away, Leadership, Internship/Work Experience, and Civic Engagement). The ePortfolio should consist of three parts:

1. **ABOUT ME**
   - Include a professional photo of yourself and a biography. Biographies typically include information about you, why you chose your major, and why you chose Woodbury University. These are a few suggestions – you can write about anything you think is relevant but remember to keep it professional.

2. **WISE – (YOUR TYPE OF EXPERIENCE GOES HERE)** (i.e., Leadership, Internship/Work Experience, Study Away, Civic Engagement)
   - This is where you answer the who, what, when, where, why, and how questions. You need to tell the WISE Committee everything they need to know to understand your project or experience.
   - What is the experience? (Is it for a course – what is the course, is it a volunteer opportunity, is it an internship, etc.).
   - When did this experience occur? Give exact dates.
   - Who did you work with? (i.e., WU faculty or staff member, project manager, other students in a student organization, owner of firm, supervisor at a work site, etc.)
   - What exactly did you do during this experience? What were your responsibilities?
   - Include photos! The WISE Committee that evaluates your ePortfolio likes seeing images of your experience or the work you produced. Please make sure to caption the photos with titles, names, dates, explanations, etc.
   - Some students have successfully used a journal style in this section to narrate their experience and describe it chronologically. A Blog style is another way to present the information.

3. **REFLECTION**
   - The WISE Committee expects you to give an in-depth reflection describing what you believe to be the most important things you learned during your experience.
   - Go into your experience focused on the learning outcomes and then identify at least two learning outcomes you achieved or mastered during your experience. Clearly list the two learning outcomes you are discussing. All learning outcomes and rubrics (criteria on which you are being evaluated) for each type of WISE activity can be found here: WISE site.
   - Discuss in detail how you achieved each of the two learning outcomes. Do this by giving specific examples that demonstrate how you achieved or mastered each learning outcome. You can talk about more than two learning outcomes but it is required that you talk about at least two.
   - Describe in some detail to the WISE Committee the knowledge you learned in the classroom or studio that was applied to your work within this experience. Alternatively, tell us what you took back into the classroom from your experience.
   - Describe in some detail any challenges you experienced and how you overcame them.
   - Now, based on what you have presented so far, describe in some detail what you learned about yourself from the experience.
   - Finish by presenting anything else you think is important for the WISE Committee to know about your experience.
FAQ's
Q1. Am I required to go to the Writing Center?
A1. Yes, you are required to go to the Writing Center and have the writing in your ePortfolio reviewed before submitting it to the WISE Committee. This should be done during the two weeks before the ePortfolio deadline. This timeframe will give you enough time to revise suggested changes made by the Writing Center.

Q2. Can I use the ePortfolio I created for my program?
A2. No, your Digication ePortfolio for WISE is different than the ePortfolios you might use within your major or program. You can post a link to your other ePortfolio if you want the committee to see examples of your relevant work but it does not replace the Digication ePortfolio required for WISE. If you are confused about this, please contact me or Dr. Matzen by replying to this email.

Q3. How long do the essays need to be?
A3. We have not set a requirement on the length of the three sections. We want to allow students to be creative in the way they approach the ePortfolios but we expect your writing to provide the information asked of you in the first part of these instructions (Numbers 1-3). The WISE Committee often allows students to make revisions and will do everything possible to help students succeed, but if the committee has difficulty in understanding the information you present on which to evaluate your experience, you will not receive the WISE Tuition Scholarship.

Q4. How will my ePortfolio be evaluated?
A4. The rubrics for each type of experience (found here), are guides listing specific criteria for evaluation. It is in your best interest to look them over so that you know how the WISE Committee members are evaluating your WISE ePortfolio. The rubrics correspond with the learning outcomes.

Q5. What is the role of my Woodbury Mentor?
A5. Students who work with a Woodbury University (WU) mentor are more successful in receiving the scholarship and have more meaningful experiences. A WU mentor works with you to develop and articulate objectives and learning outcomes of the experience prior to starting the project. The WU mentor will also monitor your progress toward completion of the activity and achieving learning outcomes. Students should meet with your mentor 3 times – an initial meeting, a mid-point meeting where your progress is discussed, and a final review meeting. It is highly recommended that you have your mentor review your ePortfolio before submitting, which means you will need to have it done one to two weeks before it is due to the WISE Committee.

Q6. I have already completed my internship (or insert any other experience), can I use that toward the WISE Scholarship?
A6. No, you are not able to use an experience that happened in the past. For an experience to qualify, it has to be something you are currently doing or plan to do before your last semester.

Q7. When will I receive the scholarship?
A7. Receiving a WISE Tuition Scholarship this semester means that a $1,000 tuition remission will be waived from your tuition balance the next semester you are registered for classes.
FAQ’s Continued

Q8. If my tuition is paid off via other scholarships, programs or grants, will I receive the scholarship money directly to me?
A8. No, if you do not have a tuition balance for the next semester, there will be no monetary or cash exchange between the University and you, nor any refund issued.

Q9. How many WISE scholarships can I get?
A9. An eligible student is able to receive a total of two WISE tuition scholarships. A student can receive two scholarships in one semester or one scholarship in two different semesters.

Q10. What exactly does “Study Away” mean and is it the same thing as “Study Abroad?”
A10. Study away is a Woodbury University term used to describe both international and domestic off-campus study opportunities. The international study away experience is sometimes referred to casually as study abroad. An international study away experience happens in a foreign country and provides students with a global perspective. A domestic off-campus study away opportunity can also provide students with transformative experiences by allowing them to engage with diverse cultures within a local, regional, or national community. Please Note: Study Away experiences must be at least 2 weeks long as part of a Woodbury course.

Q11. For the Leadership experiences, where can I find more information about Leadership theories?
A11 For students doing a Leadership experience, you are required to discuss, within your reflection, specific leadership theories and how you applied or used one or more leadership theories in your work. If you need help identifying different theories, we highly recommend Peter Northouse’s book *Leadership Theory and Practice*. The book is available in the library, on reserve at the Circulation and Course Reserves desk – the call number is: HM1261 .N67 2019. If you want to peruse the content of the book, you can see some information at this page on Amazon - [http://a.co/6Z1Lvx0](http://a.co/6Z1Lvx0). Click on the "Look Inside" prompt to see the table of contents. Each chapter is about a different leadership theory. *You will not be able to read the whole book online for free*, but, they do let you see the first few pages of each chapter and the first few pages give a description of each type of leadership theory. Please note, you are required to identify and discuss at least one leadership theory you used in addition to two learning outcomes when doing the Leadership component of WISE.

TIPS
• When going to the Writing Center, have your original writing in a MS Word document so that changes and corrections can be made easily.
• If you are including photos or videos (which the WISE Committee encourages and enjoys!), please caption or cite them. If they are photos you took, give context such as who or what is in the photo/video, date of photo, what is its significance. If you are using a photo someone else took (from a book or off the internet), you must cite the photo using either APA or MLA. (Extra Tip: the Library can help you with citations!)
• If you applied for two WISE tuition scholarships, make sure that your ePortfolio has two distinct sections for each experience with two distinct reflective essays, one for each type of experience. Again, if there is confusion about this, both Dr. Matzen and I can help clarify and show examples.