

PERSONAL LEARNING PORTFOLIO

Instructions by Marko Keskinen and Meeri Karvinen, 5.9.2018

WHAT: You will create your Personal Learning Portfolio (PLP) as part of your Master's studies.

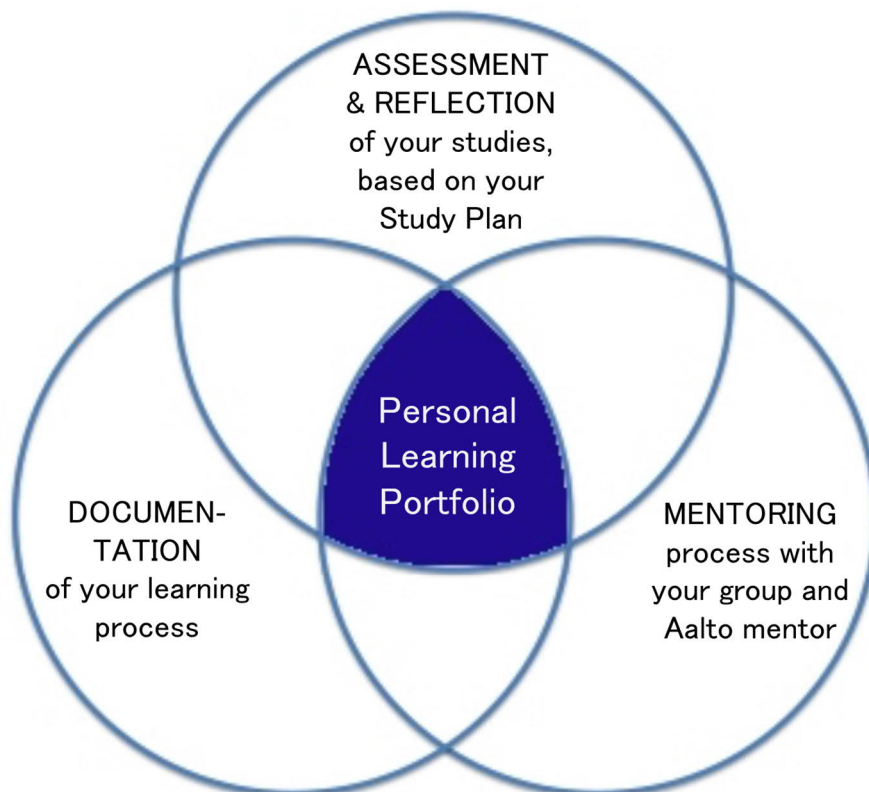
Portfolio forms a part of the course WAT-E1011, and you have to submit your final portfolio at the end of your Master's studies. The PLP is, however, as much about the process of creating your portfolio as it is about the final product.

WHY: The portfolio process supports you in your studies.

The portfolio process helps you to plan your studies and future career, provides a way to assess and reflect what you learn during your studies, and documents this all in a way that is beneficial for you when you for example apply for job.

While you will create your own learning portfolio, the portfolio process builds on a mentoring process, where you discuss your portfolio together with your fellow students (peers) in groups as well as your Aalto mentor (Figure on next page). Your portfolio is thus also used as an 'object' that guides and gives focus for your mentoring process.

The WAT teachers will use the portfolios also to assess how we have done in terms of our Master's Programme and its intended learning outcomes.



Adapted from John Zubizarreta: The Learning Portfolio - Reflective Practice for Improving Student Learning

HOW: The format of the portfolio is for you to choose, and you can also change the format during the process. The main point is that the chosen format documents the key characteristics of your learning process and answers to the key questions below.

As the portfolio documents your progress over time i.e. during your studies, it is recommended that you save your portfolio as a new version after each update. This allows you also to look back and compare your existing portfolio with your past ones: this way you can also assess how your knowledge and skills have developed during your studies.

While your Master's courses will be the core of your portfolio, you can also document in your portfolio learning from related activities, such as work experience or activities in student associations and/or in your hobbies.

The final portfolio can be written documents, e-portfolios (e.g. personal blog) or something completely different (e.g. a business plan, research plan).

Each portfolio must answer to the following key questions:

1) WHAT ARE MY CURRENT KNOWLEDGE & SKILLS?

What is my current level of expertise in my field?

What have I learned so far during my studies?

→ This is the main question you should answer in your portfolio

→ You should group your learning according to three criteria:

- Knowledge
- Skills
- Identity / Attitude ('general working-life skills')

2) WHERE DO I WANT TO GO + HOW DO I GET THERE?

What I want to achieve during my studies?

What is my plan for my future career?

What kind of knowledge and skills I still need?

What kind of courses and activities will provide those?

→ These questions help you to plan your studies and career, and reflect what you have learned so far

Portfolio should include two Annexes:

- Current version of your Study Plan
- Short record (100-200 words for each meeting) of your Group Meetings and Mentor Meetings, describing how they have contributed to your portfolio process (what you learned) + what you discussed.

Portfolio process: Group & Mentor Meetings

The idea is that the portfolio is an evolving document that you update after each semester when you have completed a comprehensive set of new courses.

Tutoring is available always before the deadlines – Meeri will inform you on the dates and times through MyCourses.

To help you to reflect and discuss your learning process, you will meet with your Mentor Group after first submission in a Feedback session facilitated and organized by a WAT staff member. All group members bring the current version of their portfolio to the meeting, and prepare to present its key points for others. The idea is to provide positive feedback and comments to each other's portfolios, and to reflect together your on-going learning process. You will additionally receive written feedback from WAT staff member before the meeting. Therefore, it's essential that everyone has submitted the portfolio draft in time.

In addition, you will meet individually with your Aalto Mentor (i.e. Academic Adviser) once a semester: s/he will contact you and propose a time and place for your meeting.

To facilitate your career planning, WAT Programme collaborates closely with AaltoENG Career Services. To get started with your career planning, the Career services will visit 2 courses with some general information on CV and LinkedIn.

To continue with developing your working life orientation, you will meet a Working-life Mentor together with your group during spring 2019. The mentors are professionals from all sectors and prepared to discuss with you about working life, early career, applying for jobs etc. You will receive a small pre-assignment before the meeting. Meeri will send you detailed information closer to the meetings.

Schedule of the Portfolio & Mentoring process 2018-2019

See next page for all submissions and meetings (and career services offered) for the first study year.

2018

1st meeting with your group before submitting the portfolio draft. Tutoring available before the DL

Professional photo for CV/LinkedIn 2019




CV Clinic during winter

Mentor meeting 24-25 Oct

CV & LinkedIn info 15th Oct 12.30 (included in 2courses schedule)

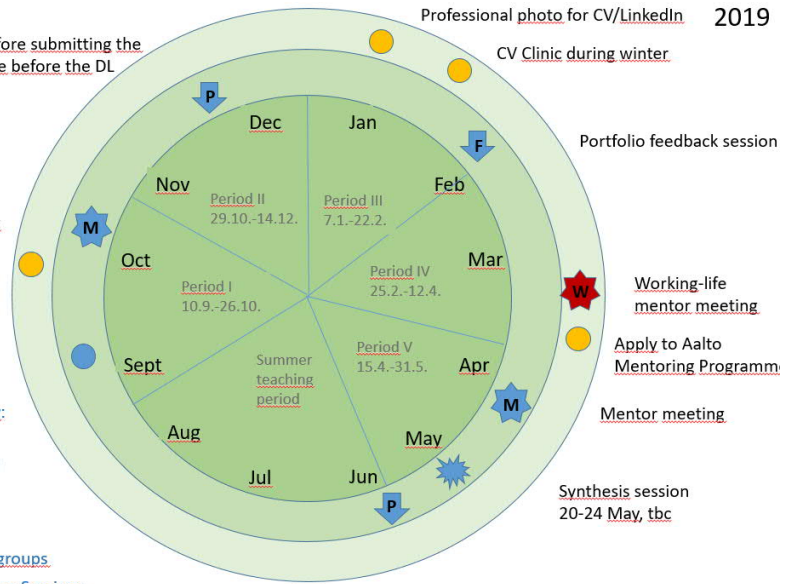
Portfolio info 5 Sept 12.00-13.00

Part of WAT Programme, compulsory:

-  Aalto-Mentor Meeting
-  Portfolio submission incl. tutoring and peer group meeting
-  Synthesis Session

Optional but recommended:

-  WAT Working life Mentor Meeting in groups
-  Career-related activities by Aalto Career Services. Follow: <https://into.aalto.fi/display/encareerweb>



In addition: Attend a Master's theses seminar during April-May or Sept-Oct 2019!

In addition to these steps: Report on a Master's theses seminar during April-May 2018 OR Sept-Nov 2019 (as a start of your Master's thesis process -> more information on the process in MyCourses: <https://mycourses.aalto.fi/course/view.php?id=19601§ion=2>)

Here's also the preliminary annual clock for your second study year:

2019

3rd meeting with your group before submitting the portfolio draft. Tutoring available before the DL

Individual feedback-session if needed 2020




Presenting thesis research plan in Pre-seminar

One Aalto-mentor meeting either during autumn or spring

Optional 2nd meeting, if agreed so in spring 2018

Listening to a Master's thesis seminar

Part of WAT Programme, compulsory:

-  Aalto-Mentor Meeting
-  Portfolio submission incl. tutoring and peer group meeting
-  An example of a Master's thesis process starting in Sept

-  WAT Working life Mentor Meeting in groups

