

Instructional Systems Masters Comprehensive Examination:  
**COMPETENCY ANALYSIS REPORT AND PRINT-BASED PORTFOLIO**  
(Revised February, 200 1)

The purpose of this examination is to have you reflect upon the competencies you have acquired as a student in the Instructional Systems masters program and to have you prepare a portfolio of some of the products you have produced in the program. More specifically, you will be required to prepare a:

- **Competency analysis report** in which you discuss the skills you have (and have not) acquired while you have been a student in the Instructional Systems masters degree program;
- and
- **Print-based portfolio**, which typically includes 8 - 10, and no more than 15, products, that serves as a demonstration of your skills. The portfolio may include any products you have created at any time for any purpose during your enrollment in the Instructional Systems masters degree program

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## I. Competency Analysis Report

Your competency analysis report should discuss the skills you feel ' you have acquired, or failed to acquire, while you have been a student in the Instructional Systems masters degree program. The report should consist of an Introduction and six major sections.

**Introduction section:** Describe and reflect upon the experiences you have had in the Instructional Systems program. Also describe your future professional plans. The length of this section of your report should be approximately one page.

**Six major sections:** Each section should focus on one of the six competency areas listed on the competency checklist. Each of these six sections should be clearly labeled and should include the following items:

1. For each competency area:
  - **A brief statement indicating how competent you think you are in that particular competency area.** When you describe your level of competence in each competency area, use one of the terms in the scale listed on the next page. Be honest with your self-assessment. We do not expect that all students will be highly or moderately skilled in all six competency areas.
2. For each competency within a competency area:
  - **A brief statement indicating your level of competence** (use the scale on the next page). Be honest with your self-assessment.

- **A one-paragraph discussion of how a particular product, or a portion of a product, in your portfolio serves to demonstrate your competence.** The focus of this discussion should be on how this item (and/or your efforts in creating it) serves to demonstrate a competency. Do not simply state that a particular item serves to demonstrate a competency. For example, instead of stating that your 5603 report demonstrates that you have applied the principles of learning to the design of instruction, use a statement such as: "An example of my ability to apply the principles of learning to the design of instruction can be found in my 5603 report, where on page 3, I used an advance organizer to give students a global perspective in which to situate the content that was being presented." Your report will be considered incomplete if you simply refer to an item as evidence of your competence.
- **Important Notes:**
  - Refer to each item by page number, so that it can easily be located by a reviewer.
  - If applicable, you may refer to more than one item per competency, but limit your discussion to one paragraph per competency.
  - The competency checklist lists possible indicators for each competency, in terms of course numbers or specific reports. You may have other products that are more appropriate than those indicated on the checklist.
  - Identify, by name and number, each competency as you discuss it.
  - Please discuss all competencies in each area, even if you believe you are not skilled in one or more of them.

**RATING SCALE:**

Highly Skilled	Moderately Skilled	Minimally Skilled	Not At All Skilled
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Use the following descriptions to determine which rating most accurately describes your current level of ability in each competency area and individual competency:

**Highly Skilled:** I have successfully performed the skill in several different situations and I am confident that I could do so in the context of a project for an employer.

**Moderately Skilled:** I have successfully performed part or all of the skill in at least one situation.

**Minimally Skilled:** I have performed part or all of the skill with limited success.

**Not at all Skilled:** I have never performed this skill, or I have tried to perform it without any success.



## II. Print-Based Portfolio

Your print-based portfolio should consist of approximately 8 - 10, and no more than 15, products you have produced during- the time you have been a student in the Instructional Systems masters degree program. Try to choose items that represent your best work and that demonstrate a broad range of the competencies (from those mentioned on the competency checklist) that you have acquired in the program. For those products that were produced in a medium other than print, include several screen captures, rather than the actual products. **The use of tabs to identify the separate products in the portfolio is required.**

Provide an annotated table of contents for the products in your portfolio. For each product in the table of contents include a **brief description** of the following points:

- The nature of the product (e.g., print-based instructional module, needs assessment report, electronic performance support system, etc.);
- The semester during which the product was produced (place the items in chronological order in you portfolio);
- The course (or internship / assistantship) for which it was produced;
- Your role in the producing of the product (e.g., responsible for it in its entirety or responsible for particular parts of it).

The table of contents should follow the cover page of your portfolio.



## III. Evaluation of Competency Analysis Report and Portfolio

Your report will be evaluated on the basis of the following criteria:

- a. The extent to which you have identified items (i.e., products or portions of products) that are appropriate indicators of specific competencies.
- b. The quality of your description of how items in your portfolio (and/or your efforts in creating them) serve to demonstrate specific competencies.
- c. The overall quality of your competency analysis report, in terms of organization, professional appearance, and writing style.
- d. The overall quality of your print-based portfolio, in terms of organization and professional appearance.

The products in your portfolio will not be evaluated. They have already been evaluated in your various classes or your internship or assistantship.

The final assessment of your performance will be pass, not-yet-passing, or retake the examination. It is possible to fail the examination completely, but this is an exceptional outcome. Students with the capability of completing all of the coursework for the Masters program have the ability to pass this examination. However, less than high-quality work might delay graduation if the result is not-yet-passing-, because revisions to the report will be required. If the result is retake, the examination will take place during the next regularly scheduled Masters examination, usually in the next semester.