| Fall semester | Final year students: e-Portfolio refresher seminar & workshop  
|---------------|-------------------------------------------------------------|
|               | 1st years:  
|               | • Introduction to e-portfolios in HEA 601  
|               | • Introduction to e-portfolio and introduction to communication strategies for e-portfolios from Digital ACT studio as part of HEA 604  
|               | 1st years / 2nd year part-time: Meet as needed with advisor to discuss e-portfolio during advising session.  
| Oct. 24, 2016 5:00p.m. | Final year students: Preliminary Review #1 Deadline:  
|               | • Upload a Word document into the Box folder Draft e-portfolios - Due Oct 24. The Word document should include a link to your e-portfolio at the top, along with the text for each of the sections listed below  
|               | • Label your Word document as: FirstNameLastName_Oct24Draft (so for me, it would be KellyRulison_Oct24Draft.doc). This will allow advisers and me to easily sort the files and find specific e-portfolios.  
|               | • Your faculty advisor will access this folder to review your portfolio.  
|               | • Ms. Thomas will also access to make sure that you have met the deadline.  
|               | The following sections should be drafted:  
|               | • Introduction page  
|               | • Professional mission statement  
|               | • Résumé  
|               | • Community health assessment competency  
|               | • Socioecological model competency  
|               | Notes:  
|               | • In addition to considering information from your classes, consider including what you learned from: other classes, work, volunteering, conferences you’ve attended, conversations you’ve had with professionals, etc.  
|               | • Refer to e-Portfolio handbook (p. 5-7) for further guidance on writing appropriate reflective statements.  
| Nov. 14, 2016 5:00p.m. | Faculty: Deadline for faculty to review above sections of e-Portfolio and provide preliminary feedback to each final year advisee. Faculty will e-mail the review to each advisee and save a copy in the departmental GPC folder.  
| Jan 30, 2017 5:00p.m. | Final year students: Preliminary Review #2 Deadline  
|               | • Send your portfolio website address to your assigned peer for review. A list of assignments can be found in the e-portfolios folder on Box. Use the rubric to review your assigned peer’s e-Portfolio.  
|               | Your e-Portfolio sent to your peer for review should include:  
|               | • revisions based on feedback you received from your advisor and new insights into those sections, especially the reflection statements  
|               | • Professional development & leadership skills  
|               | • Program Planning competency  
|               | • Program Evaluation competency  

UNCG MPH e-Portfolio Calendar 2016-17
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<td>Feb. 13, 2017 5:00p.m.</td>
<td><strong>Final year students: Receive feedback from peer reviewer.</strong> Peer reviews should be completed and rubrics returned to peers by February 13, 2017. Please upload your review into Box. Ms. Thomas will also access this folder to make sure that you have met the deadline.</td>
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| March 6, 2017 5:00p.m. | **Final year students: Preliminary Review #3 Deadline:**  
  - Upload a **Word document** into Box that contains a link to your e-portfolio at the top as well as a brief summary of how you responded to the feedback you received from your faculty advisor in October. This summary should be a list of bullet points that summarize each main comment, with bullet points underneath that describe what you did to address that comment. This Word document does **not** need to contain the text of your e-portfolio.  
  - Your **faculty advisor** will access this Box folder to review your portfolio. Ms. Thomas will also access to make sure that you have met the deadline.  
  
  **The following sections should also be drafted:**  
  - Your own personal competency  
  
  You should make revisions to the sections submitted for preliminary review #1 & 2, based on feedback you received from faculty & peer reviewers **and** any new insight into those sections. |
| March 27, 2017 5:00p.m. | **Faculty:** Deadline for faculty to provide feedback on all submitted sections of e-Portfolio, which should include everything except any final internship deliverables. A preliminary rubric should be completed so that your advisees know where they stand. Faculty will e-mail the review to each advisee and save a copy in the departmental GPC folder. |
| March 27-April 17, 2017 | **Final year students:** Update and Finalize e-Portfolio: You should add the section about your internship.  
  **Important:** During this time, you should review your **entire** portfolio and update **all** of your reflections, based on new understanding of the competencies that you have gained during your internship. |
| March 27-April 17, 2017 | **Attend a one-on-one consultation with the Digital ACT Studio** (optional, but highly recommended). |
| April 17, 2017 5:00p.m. | **Final year students: Final portfolio due.**  
  - Upload a **Word document** with a link to your final e-portfolio at the top.  
  - In addition to the link for your final portfolio, please include a **brief** summary of how you responded to the feedback you received from your faculty advisor in March. This summary should be a list of bullet points that summarize each main comment, with bullet points underneath that describe what you did to address that comment. |
| May 8, 2017 | **Faculty:** Review e-Portfolio for final pass/fail score for final year students |
| May 12, 2017 | **Faculty:** Review e-Portfolio from final year students for reporting and program improvement |