PFMP Professional Portfolio Guidelines

1. To graduate, eligible PFMP students must successfully complete two things:
   (1) a Professional Portfolio (portefeuille professionnel), after all required coursework and the internship are completed and the student has registered for or completed the 30 credits required to graduate from the program; and
   (2) an oral presentation of the student’s Final Internship Project (projet de fin de parcours), a central part of the portfolio.

2. The Professional Portfolio does not require a director, but students may elicit feedback from anyone, inside or outside the UW-Madison, whose work or research is professionally relevant to the student’s professional profile and who may advise the student on their Final Internship Project and / or attend the oral presentation.

3. The Director must approve the student's entire Professional Portfolio before the student may schedule the oral presentation of the Final Internship Project.

4. The Professional Portfolio must include the following items (all in French, unless otherwise specified):
   A. Final Internship Project (35-40 pages), which will contain :
      i. a developed description of the internship (description du stage) (10 pp.), including dates, names, major projects, and all relevant aspects of the organization that merit reflection (in the event of confidentiality agreements, the student must specify this, and the document remains internal to the department);
      ii. analytical reflexion (réflexion analytique) (20-25 pp.) on important aspects of the organization, nourished by experience done in the internship and by humanities-based research represented in the student's bibliography and in PFMP coursework;
      iii. recommendations (recommandations) (5-10 pp.), by the student, on ways that at least one major aspect of the organization’s major projects might be improved;
      iv. a bibliography (bibliographie) of any student research on questions that have allowed the student to analyze and interpret aspects of the host organization’s mission, style, culture, or major projects involving the student.

   B. Executive summary of the Final Internship Project, in English (5-10 pages total);
   C. 2 letters of recommendation, in French and/or English (recommenders should not be program faculty);
   D. a business card or draft of business card (in French and/or English, depending on hire or language of current job search);
   E. Professional Profile (profil professionnel), 2-3 pages, describing the student's main skills, experience and professional goals upon graduation;
   F. English-language version of Professional Profile (2-3 pages);
   G. CV / résumé (in either French or English, depending on hire or language of current job search);
   H. ten 2-page networking reports (rapports d’événements). Up to three of these may be written in English; the rest must be in French.
   I. The four required IT skills workshop reports (rapports d'ateliers informatiques), in French, following successful completion of four approved IT skills workshops on campus;
   J. a critical commentary (commentaire critique), 2000 words total, on 3-5 books the student has studied while in the PFMP and which have been most helpful in furthering that student's understanding of contemporary issues in the Francophone world and of
the student's own professional and intellectual development as a professional user of French;

K. **any other document** relevant to the student's research or professional development.

5. **Oral presentations** take place in a panel format, at the end of the spring and fall semesters (May and December). In order to qualify for the **oral presentation**, the student must submit the **portfolio** to the Director by April 1 (spring) or November 1 (fall). If the student's **portfolio** is approved, the student will be scheduled to do the **oral presentation** that semester. If faculty are available, oral presentations may occasionally occur in late August.

6. The **oral presentation** is open to program faculty, staff, students and alumni. Students present one after another, in a 90-minute panel format; the panel contains up to three presenters, and the Executive Director moderates the discussion. Each **oral presentation** should last no more than 15 minutes, with 15 minutes devoted to answering questions from committee and other audience members.

7. The **oral presentation** is judged by a committee of faculty and academic staff, who attend the presentation alongside other audience members, participate in the discussion following it, and decide as a committee whether the **oral presentation** has been sufficient to grant the student a master's degree.

8. Students who do not pass the **oral presentation** will not have to redo their **Final Internship Project** or any other part of the portfolio. However, they will have to redo their **oral presentation** the following semester.

9. French 901 ("Méthodes de recherche: perspectives humanistes sur les questions professionnelles") trains students in methods of applied analysis and presentation necessary for creating a successful **Final Internship Project** following the internship.

10. French 623 ("Communication orale en situations professionnelles") trains students, in part, to prepare for the **oral presentation** – that is, in skills required to successfully present their **Final Internship Project** after their **portfolio** has been approved by the Director.

(Revised August 24, 2015)