

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 his/her **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 (30-35 pages), which will contain :
 - i. a **developed description of the internship** (*description du stage*) (10 pages), 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*) (15-20 pages) on important aspects of the organization, nourished by the internship experience and the student's understanding of the organization as a recent intern there;
 - iii. **recommendations** (*recommandations*) (5-10 pages), by the student, on ways that at least one major aspect of the organization's major projects might be improved and/or on things a future intern would need to consider before interning or working in this particular organization; and
 - iv. a **bibliography** (*bibliographie*), if necessary, of any student research on questions that have allowed the student to analyze and interpret aspects of the host organization's main projects involving the student.
 - B. Executive summary of the **Final Internship Project**, in English (5 pages total);
 - C. 2 **letters of recommendation**, in French and/or English (recommenders should not be program faculty or staff);
 - 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. Eight **Professional Skills Workshop reports**, in English, 1-2 pages each, following successful completion of required skills workshops on campus during the student's first two semesters.
 - J. a critical **commentary** (*commentaire critique*), 2000 words total, reviewing 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 (at least two of the reviewed books must be in 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), before a master's committee and general public. In order to qualify for the **oral presentation**, the student must submit the **portfolio** to the Executive 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 members are available to form the committee, oral presentations may occasionally occur during Fall Orientation Week (late August or early September). Portfolios for those presentations must be submitted by July 15.
6. The **oral presentation** is open to program faculty, staff, students, alumni, and guests of the presenters. Students present one after another, their presentations part of a panel format; the panel contains up to three presenters, and the 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.

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, unless it has not already been approved by the Director.

(Revised August 21, 2017)