



Student Portfolio Guidelines Duke Divinity Bulletins from 2015-2016 to Present



Master of Divinity Students

Due April 1 (Spring of graduation year)

In preparation for the Middler and Senior Review of their Student Portfolio, MDiv students will need to compile the appropriate materials (listed below). Portfolios will be compiled electronically through Chalk & Wire. After securing a faculty member to complete the review, students will need to submit all portfolio materials to the faculty member at least one week in advance of the scheduled meeting. After the meeting, faculty members will compose a summary of the meeting including feedback for the student and will submit the evaluation through Chalk & Wire.

Materials for the Middler Review by Faculty Advisor (Fall of 2nd Year):

- One graded essay from OT 752, 753, **or** NT 754 on a biblical text with instructor's comments
- One graded essay from CH 750, 751, **or** AC 756 on a classical theological text with instructors comments
- Evaluation from Field Education Supervisor and Lay Training Committee (copies of the evaluation can be obtained from the Field Education Office)
- Evaluation from First Year Spiritual Formation group leader (copies of the evaluation can be obtained from the Office of Academic Formation and Programs)
- Student Reflection (instructions for the reflections are embedded in Chalk & Wire)

Materials for the Senior Review by Additional Faculty Member (in the final semester):

- *One graded essay from OT 752, 753, **or** NT 754 on a biblical text with instructor's comments
- *One graded essay from CH 750, 751, **or** AC 756 on a classical theological text with instructors comments
- One graded essay from CT 755 **or** CE 757 demonstrating critical theological reflection with instructor's comments
- One graded essay from Black Church Studies **or** World Christianity courses with instructor's comments
- One graded essay from the capstone Practicing Theology in Ministry course with instructor's comments
- Video and graded manuscript of sermon delivered in class with instructor's comments
- *Evaluation from Field Education Supervisor and Lay Training Committee (copies of the evaluations can be obtained from the Field Education Office)
- Student Reflection (instructions for the reflections are embedded in Chalk & Wire).

*It is acceptable for the denoted materials to be used for both the Middler and Senior Review

MDiv students will need to complete the Middler Review before becoming eligible to register for the second semester of their 2nd year, and they will need to complete the Senior Review before becoming eligible to graduate.



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Master of Theological Studies Students

Due April 1 (Spring of graduation year)

In preparation for the review of their Student Portfolio, MTS students will need to compile the appropriate materials (listed below). Portfolios will be compiled electronically through Chalk & Wire. After securing a faculty member to complete the review, students will need to submit all evaluation materials to the faculty member at least one week in advance of the scheduled meeting. After the meeting, faculty members will compose a summary of the meeting including feedback for the student and will submit all materials electronically through Chalk & Wire.

Materials for the Portfolio Review by the MTS Director or an additional Faculty Advisor (in the final semester):

- One graded essay from OT 752, 753, **or** NT 754 on a biblical text with instructor's comments
- One graded essay from CH 750, 751, **or** AC 756 on a classical theological text with instructors comments
- One graded essay from CT 755 **or** CE 757 demonstrating critical theological reflection with instructor's comments
- MTS Thesis or Thesis Summary (if thesis is not yet completed)
- Student reflection on progress and growth in light of instructor's feedback (instructions for the reflections are embedded in Chalk & Wire)

MTS students will need to complete the Portfolio Review before becoming eligible to graduate.

Master of Arts in Christian Studies Students

Due April 1 (Spring of graduation year)

In preparation for the review of their Student Portfolio, MACS students will need to compile the appropriate materials (listed below). Portfolios will be compiled electronically through Chalk & Wire. After securing a faculty member to complete the review, students will need to submit all evaluation materials to the faculty member at least one week in advance of the scheduled meeting. After the meeting, faculty members will compose a summary of the meeting including feedback for the student and will submit all materials electronically through Chalk & Wire.

Materials for the Portfolio Review by the MACS Director or an additional Faculty Advisor (in the final semester):

- One graded essay from XTIANSTU 705, 706 or any course on a reflection of a Christian text with instructor's comments
- One graded essay from XTIANSTU 705, 706 or any course demonstrating critical theological reflection with instructor's comments
- One graded essay from any course besides XTIANSTU 705, 706 demonstrating interdisciplinary theological reflection on a practice or area of study with instructor's comments
- Please submit the essay in your admissions application reflecting on your Christian vocation (a copy of the essay can be requested by emailing academics@div.duke.edu), as well as the



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graded assignment from your immersion experience related to Christian service in the MACS core course (XTIANSTU 706).

MACS students will need to complete the Portfolio Review before becoming eligible to graduate. Typically, the portfolio should be completed by the last day of reading week in which the student intends to graduate.

Master of Arts in Christian Practice Students

Due October 1 (fall semester of second year)

In preparation for the review of their Student Portfolio, MACP students will need to compile the appropriate materials (listed below). Portfolios will be submitted electronically via Chalk and Wire and will be reviewed by a faculty member. Faculty members will compose a summary of the portfolio including feedback for the student and will submit all materials electronically.

Materials for the Portfolio Review by the MACP Portfolio Reviewer (during the fourth term):

- One graded essay on biblical interpretation with instructor's comments
- One graded essay demonstrating critical theological reflection with instructor's comments
- One graded essay demonstrating critical theological reflection on a practice from another course with instructor's comments
- A 1,500-2,000 word self-evaluation of your learning in the areas listed below, with a detailed description and assessment of your goals, and progress made towards them:
 - (1) understanding of your Christian vocation (~500-1,000 words)
 - (2) ability to read and exegete Scripture and the great texts of Christian tradition (~500 words)
 - (3) ability to think theologically about the doctrines and practices of the church and about the world in which the church finds itself, in a way that both draws on traditions of the church and its response to the challenges of our time (~500 words)

MACP students will need to complete the Portfolio Review before becoming eligible to graduate. Typically, the portfolio should be completed during the fourth term of the program.

Doctor of Ministry Students

Due October 1 (fall semester of second year)

In preparation for the review of their Student Portfolio, DMin students will need to compile the appropriate materials (listed below). Portfolios will be submitted electronically via Chalk and Wire and will be reviewed by a faculty member. Faculty members will compose a summary of the portfolio including feedback for the student and will submit all materials electronically.

Materials for the Portfolio Review by the DMin Portfolio Reviewer (during the fourth term):

- One graded essay on biblical interpretation with instructor's comments
- One graded essay demonstrating critical theological reflection with instructor's comments
- One graded essay demonstrating critical theological reflection on a practice from another course with instructor's comments
- A 1,500-2,000 word self-evaluation of your learning in the areas listed below, with a detailed description and assessment of your goals, and progress made towards them:



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- (1) understanding of your Christian vocation (~500-1,000 words)
- (2) ability to read and exegete Scripture and the great texts of Christian tradition (~500 words)
- (3) ability to think theologically about the doctrines and practices of the church and about the world in which the church finds itself, in a way that both draws on traditions of the church and its response to the challenges of our time (~500 words)

DMin students will need to complete the Portfolio Review before becoming eligible to graduate. Typically, the portfolio should be completed during the fourth term of the program.