As a means to exhibit growth and understanding, every student will compile student portfolio(s) that advisor review. **Portfolios are a requirement of completing degree programs at Duke Divinity School.** The Divinity School seeks to equip students with the ability to read and exegete scripture, think and reflect theologically, and clarify a sense of Christian Vocation.

**Students must complete all in the required timeframes in order to graduate.**

**Before you begin:**

In preparation for the review of portfolio, students will need to compile the appropriate materials (listed below). Portfolios will be compiled electronically through Pebble Pad. Students’ academic advisor reviews all portfolios. (Your academic advisor is listed in DukeHub and is the person who makes you “eligible to enroll” each semester.) Students should give advisor a week to review materials before review meeting. After the meeting, the advisor will compose a summary of the meeting including feedback for the student and will submit the evaluation through Pebble Pad.

**Link to portfolio submission site (PebblePad) and directions for uploading to the portfolio:**
https://divinity.duke.edu/for-students/academic-resources/student-portfolios

**Portfolios by Program**
(Click and your cursor will take you to that location)

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Student Portfolio Guidelines

Master of Divinity Students

Materials for the Middler Review (Fall of 2nd Year - evaluated by the assigned academic advisor):

**Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Middler Portfolio</th>
<th>Senior Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Submission</td>
<td>Student Submission Deadline: Friday before Spring registration opens 2nd year (in order to be “eligible to enroll” for Spring registration.)</td>
<td>Senior Portfolio Deadline: April 1 of graduation year (this includes Summer or Fall grads)</td>
</tr>
<tr>
<td>Review with</td>
<td>Review with academic advisor deadline: end of Finals week of 2nd year</td>
<td>Review with academic advisor deadline: end of Finals week of graduation year [no extensions are given due to graduation]</td>
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<td>academics</td>
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</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MDV Middler and MDV Senior inside of Pebble Pad.

1. MDiv Middler students will need to demonstrate that they can read and exegete Scripture and the great texts of the Christian tradition for the purpose of teaching the gospel with clarity, power, and reverence.
   a. Please upload one graded essay on from OLDTEST 752, 753, NEWTEST 754 or any other course from the Biblical Division that you used as an Advanced Placement course on a biblical text with instructor comments. You can either add assets from your library or upload your materials.
   b. Please upload one graded essay from CHURHST 750, 751, AMXTIAN 756 or any other course from the Historical Division that you used as an Advanced Placement course on a classical theological text with instructor comments.

2. Evaluations
   a. A self-evaluation from your first year spiritual formation group. (If you do not have a copy of your self-evaluation, the chaplain’s office can supply you with one).
   b. One Evaluation from your Field Education Supervisor (copies of the evaluation can be obtained from the Field Education Office). If you have not completed a unit of field education, please submit a document outlining your plan to complete Field Education, and what you hope to get out of the field education experience. (Further clarifications on what to submit should be directed to the Field Education office.)
   a. One Evaluation from your Lay Training Committee (copies of the evaluation can be obtained from the Field Education Office). If your field education did not have a Lay Training Committee, you will note that in your portfolio.

3. Personal Reflection
   a. Please provide a 500-750 word reflection on your progress in your ability to read and exegete Scripture and the great texts of Christian Tradition since coming to Duke Divinity and growth in light of instructor feedback in papers and in class.
   b. Please provide a 500 word reflection on your progress cultivating habits of spiritual discipline since coming to Duke Divinity and goals that you have set for yourself related to how you will continue to cultivate your habits of spiritual discipline for the rest of the program.
Student Portfolio Guidelines

Materials for the Senior Review (evaluated by the assigned academic advisor in the student’s final semester):

Note this can and may be the same person who reviewed your Middler portfolio.

Timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Middler Portfolio</th>
<th>Senior Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Submission Deadline</td>
<td>Friday before Spring registration opens 2nd year (in order to be “eligible to enroll” for Spring registration.)</td>
<td>April 1 of graduation year (this includes Summer or Fall grads)</td>
</tr>
<tr>
<td>Review with academic advisor deadline</td>
<td>end of Finals week of 2nd year</td>
<td>end of Finals week of graduation year [no extensions are given due to Graduation]</td>
</tr>
</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MDV Middler and MDV Senior inside of Pebble Pad.

1. The same materials submitted above in the Middler Review workbook in Pebble Pad.
2. MDiv Senior students will need to demonstrate that they can think and reflect theologically about the doctrines and practices of the church and about the world in which the church finds itself in a way that is both faithful historically to the tradition and responsive to the challenges of our time
   a. one graded essay on from XTIANTHE 755, XTIANETH 757 or any other course from the Theology and Ethics division that serves as an Advanced Placement course, with instructor comments
   b. One graded essay from a course that was designated Black Church Studies or World Christianity Limited Electives with instructor’s comments
3. MDiv students will need to be able to articulate an understanding of their Christian vocation and demonstrate an ability to act with compassion and effectiveness in leading the church’s ministries of worship and preaching, education and formation, service and transformation in the world.
   a. Please submit a graded sermon manuscript from any preaching course, including instructor comments.
   b. Please submit a sermon video or audio file from any Preaching Class.
   c. Please submit one graded assignment from a capstone course that fulfills the Practicing Theology in Ministry limited Elective (with possible attention to a range of ministry practices including pastoral care) with instructor comments.
4. Evaluations
   a. One Evaluation from your Field Education Supervisor (copies of the evaluation can be obtained from the Field Education Office).
   b. One Evaluation from your Lay Training Committee (copies of the evaluation can be obtained from the Field Education Office). If your field education did not have a Lay Training Committee, you will note that in your portfolio.
5. Personal Reflection
   a. Theological Reflection – please write a 500 word reflection demonstrating your growth in your ability to think and reflect theologically about the doctrines and practices of the church and the about the world in which the church finds itself.
   b. Christian Vocation - Please provide a 750 word reflection on your progress cultivating habits of spiritual discipline since coming to Duke Divinity. Be sure to comment on specific spiritual discipline practices you engaged in during the 2nd and 3rd year of the MDiv program, paying particular attention to your involvement in 2nd/3rd year spiritual formation groups, retreats, or other practices you have sustained over time.
Student Portfolio Guidelines

c. Final student reflection – In a 750-1000 word paper, please reflect on the ways your time at Duke Divinity has impacted your understanding of your Christian vocation and your ability to lead the church’s ministries.

If you do not have all of these materials with instructor feedback, but you recall the instructor’s feedback, you may type up a document to serve as the instructor’s feedback and submit it with the graded paper.

Master of Divinity Students – Student Pastors

Materials for the Middler Review (Fall of 3rd year - evaluated by the assigned academic advisor):

Timeline:

<table>
<thead>
<tr>
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<th>Middler Portfolio</th>
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<tbody>
<tr>
<td>Student Submission Deadline</td>
<td>Friday before Spring registration opens 2nd year (in order to be “eligible to enroll” for Spring registration.)</td>
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<tr>
<td>Review with academic advisor deadline</td>
<td>End of Finals week of 3rd year</td>
<td>End of Finals week of graduation year [no extensions are given due to Graduation]</td>
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</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MDV Middler and MDV Senior inside of Pebble Pad

1. MDiv Middler students will need to demonstrate that they can read and exegete Scripture and the great texts of the Christian tradition for the purpose of teaching the gospel with clarity, power, and reverence.
   a. Please upload one graded essay on from OLDTEST 752, 753, NEWTEST 754 or any other course from the Biblical Division that you used as an Advanced Placement course on a biblical text with instructor comments. You can either add assets from your library or upload your materials.
   b. Please upload one graded essay from CHURHST 750, 751, AMXTIAN 756 or any other course from the Historical Division that you used as an Advanced Placement course on a classical theological text with instructor comments.

2. Evaluations
   a. A self-evaluation from your first year spiritual formation group. (If you do not have a copy of your self-evaluation, the chaplain’s office can supply you with one).
   a. One Evaluation from your Field Education Supervisor (copies of the evaluation can be obtained from the Field Education Office). If you have not completed a unit of field education, please submit a document outlining your plan to complete Field Education, and what you hope to get out of the field education experience.
   b. One Evaluation from your Lay Training Committee (copies of the evaluation can be obtained from the Field Education Office). If your field education did not have a Lay Training Committee, you will note that in your portfolio.

3. Personal Reflection
   a. Please provide a 500-750 word reflection on your progress in your ability to read and exegete Scripture and the great texts of Christian Tradition since coming to Duke Divinity and growth in light of instructor feedback in papers and in class.
   b. Please provide a 500 word reflection on your progress cultivating habits of spiritual discipline since coming to Duke Divinity and goals that you have set for yourself related to how you will continue to cultivate your habits of spiritual discipline for the rest of the program.
Materials for the Senior Review (evaluated by assigned academic advisor in the student’s final semester):

**Timeline:**

<table>
<thead>
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<th>Date</th>
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</tr>
<tr>
<td>Review with academic advisor deadline</td>
<td>End of Finals week of 3rd year</td>
<td>End of Finals week of graduation year [no extensions are given due to Graduation]</td>
</tr>
</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MDV Middler and MDV Senior inside of Pebble Pad.

1. The same materials submitted above in the Middler Review workbook in Pebble Pad.
2. MDiv Senior students will need to demonstrate that they can think and reflect theologically about the doctrines and practices of the church and about the world in which the church finds itself in a way that is both faithful historically to the tradition and responsive to the challenges of our time
   a. one graded essay on from XTIANTHE 755, XTIANETH 757 or any other course from the Theology and Ethics division that serves as an Advanced Placement course, with instructor comments
   b. One graded essay from a course that was designated Black Church Studies or World Christianity Limited Electives with instructor’s comments
3. MDiv students will need to be able to articulate an understanding of their Christian vocation and demonstrate an ability to act with compassion and effectiveness in leading the church’s ministries of worship and preaching, education and formation, service and transformation in the world.
   a. Please submit a graded sermon manuscript from any preaching course, including instructor comments.
   b. Please submit a sermon video or audio file from any Preaching Class.
   c. Please submit one graded assignment from a capstone course that fulfills the Practicing Theology in Ministry limited Elective (with possible attention to a range of ministry practices including pastoral care) with instructor comments.
4. Evaluations
   a. One Evaluation from your Field Education Supervisor (copies of the evaluation can be obtained from the Field Education Office).
   b. One Evaluation from your Lay Training Committee (copies of the evaluation can be obtained from the Field Education Office). If your field education did not have a Lay Training Committee, you will note that in your portfolio.
5. Personal Reflection
   a. Theological Reflection – please write a 500 word reflection demonstrating your growth in your ability to think and reflect theologically about the doctrines and practices of the church and about the world in which the church finds itself.
   b. Christian Vocation - Please provide a 750 word reflection on your progress cultivating habits of spiritual discipline since coming to Duke Divinity. Be sure to comment on specific spiritual discipline practices you engaged in during the 2nd and 3rd year of the MDiv program, paying particular attention to your involvement in 2nd/3rd year spiritual formation groups, retreats, or other practices you have sustained over time.
c. Final student reflection – In a 750-1000 word paper, please reflect on the ways your time at Duke Divinity has impacted your understanding of your Christian vocation and your ability to lead the church’s ministries.

If you do not have all of these materials with instructor feedback, but you recall the instructor’s feedback, you may type up a document to serve as the instructor’s feedback and submit it with the graded paper.

Master of Theological Studies Students (Core and Focus)

Materials for the Portfolio Review by the assigned academic advisor (in the final semester):

Timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Portfolio</th>
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<tbody>
<tr>
<td>Student Submission Deadline</td>
<td>April 1 of graduation year (this includes Summer or Fall grads)</td>
</tr>
<tr>
<td>Review with academic advisor deadline</td>
<td>end of Finals week of Spring term [no extensions are given due to graduation]</td>
</tr>
</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MTS Portfolio inside of Pebble Pad.

1. One graded essay from OT 752, 753, or NT 754 on a biblical text with instructor’s comments
2. One graded essay from CH 750 or 751 on a classical theological text with instructors comments
3. One graded essay from Xianthe 755 or Xttianeth 757 demonstrating critical theological reflection with instructor’s comments
4. MTS Thesis or Thesis Summary (if thesis is not yet completed)
5. Student reflection on progress and growth in light of instructor’s feedback (instructions for the reflections are embedded in Chalk & Wire)

Courses fulfilling advanced placement for any of the core courses listed above should be used in place of the requested materials. For example, if you have advanced placement in OT 752 and took an 800 level OT course as the replacement, please submit a graded paper from that course.

If you are an MTS Focus student and did not take some of the courses listed above and do not have advanced placement, please choose courses/papers from your concentration and submit them in place of the requested paper. For example, if you concentrated in Theology and Ethics and did not take Church History 750 or CH 751 please submit any paper you wrote for any course in your concentration that demonstrates “critical theological reflection.”

If you do not have all of these materials with instructor feedback, but you recall the instructor’s feedback, you may type up a document to serve as the instructor’s feedback and submit it with the graded paper.

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

Master of Arts in Christian Practice Students

In preparation for the review of their Student Portfolio, MA students will need to compile the appropriate materials (listed below). Portfolios will be submitted electronically via Pebble Pad and will be reviewed by an advisor or faculty. Reviewer 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 MA Portfolio Reviewer (during the fourth term):

**Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Portfolio</th>
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</thead>
<tbody>
<tr>
<td>Student Submission Deadline</td>
<td>November 5 – Fall semester of second year</td>
</tr>
<tr>
<td>Review with academic advisor deadline</td>
<td>By end of Immersion week of January term</td>
</tr>
</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook MA Portfolio inside of Pebble Pad.

1. One graded essay on biblical interpretation with instructor comments
2. One graded essay demonstrating critical theological reflection with instructor comments
3. One graded essay demonstrating critical theological reflection on a practice from another course with instructor’s comments
4. Three 500-1000 word self-evaluations addressing the following areas:
   a. Your learning goals related to your Christian vocation with a detailed description and assessment of your goals and progress made toward them.
   b. Your ability to read and exegete Scripture and the great texts of Christian tradition with a detailed description and assessment of your goals and progress made toward them.
   c. Your 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.

MA 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.
Student Portfolio Guidelines

Doctor of Ministry Students

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 Pebble Pad and will be reviewed by their academic advisor or other faculty. Reviewer 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):

Timeline:

<table>
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<tr>
<th>Date</th>
<th>Portfolio</th>
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<tbody>
<tr>
<td>Student Submission Deadline</td>
<td>March 1 – Spring semester of second year</td>
</tr>
<tr>
<td>Review with academic advisor</td>
<td>April 1 – Spring semester of second year</td>
</tr>
</tbody>
</table>

Below is an example of the materials that will need to be gathered. Detailed instructions are found in the custom workbook DMIN Portfolio inside of Pebble Pad.

1. One graded essay on biblical interpretation with instructor’s comments
2. One graded essay demonstrating critical theological reflection with instructor’s comments
3. One graded essay demonstrating critical theological reflection on a practice from another course with instructor’s comments
4. Three 500-1000 word self-evaluations addressing the following areas:
   a. Your understanding of your Christian vocation (~500-1,000 words)
   b. Your ability to read and exegesis Scripture and the great texts of Christian tradition (~500 words)
   c. Your ability to think theologically about the doctrines and practices of the church and 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.