



Student Portfolio Guidelines
Pebble Pad for all Degree Programs, except MDiv seniors with a
graduation date of Fall 2017 or Spring 2018.



ALL DEGREE PROGRAMS – EXCEPT MDIV WITH FALL 2017 AND SPRING 2018 GRADUATION DATES. For MDiv Seniors please see the attachment “Chalk and Wire Detailed Student Portfolio Guidelines for M.Div. Seniors” on the previous page.

Master of Divinity Students – Using Pebble Pad

Middler Portfolio is due in late October of 2nd year (before being made “eligible to enroll” for spring registration.)

Senior Portfolio 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 Pebble Pad (<https://portfolio.duke.edu/>). Students should have the faculty member who is assigned as their faculty advisor review the portfolio. (Your faculty advisor is listed in DukeHub and is the person who makes you “eligible to enroll” each semester.) 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 Pebble Pad.

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

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. External Evaluations
 - a. Pastoral feedback form from your first year spiritual formation leader (your first year spiritual formation leader should have emailed you their evaluation at the end of spiritual formation. If you do not have a copy of this evaluation, please contact the Chaplain's office).
 - 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.
 - 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.



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

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. External 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.
 - 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.

MDiv students will need to submit 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 Divinity Students – Student Pastors

Middler Evaluation due April 1 of second year

Senior evaluation due April 1 of 4th 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 Pebble Pad (<https://portfolio.duke.edu/>). Students should have the faculty member who is assigned as their faculty advisor review the portfolio. (Your faculty advisor is listed in DukeHub and is the person who makes you “eligible to enroll” each semester.) 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 Pebble Pad.

Materials for the *Middler Review* by Faculty Advisor (April 1 of 2nd Year):

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. External Evaluations
 - a. Pastoral feedback form from your first year spiritual formation leader (your first year spiritual formation leader should have emailed you their evaluation at the end of spiritual formation. If you do not have a copy of this evaluation, please contact the Chaplain's office).
 - 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.
 - c. 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.



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

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. External 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.
 - 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.

MDiv students will need to submit 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 (Core and Focus)

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 Pebble Pad (<https://portfolio.duke.edu/>). Students should have the faculty member who is assigned as their faculty advisor review the portfolio. 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 Pebble Pad.

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

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, 751, **or** AC 756 on a classical theological text with instructor's comments
3. One graded essay from CT 755 **or** CE 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.

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 Pebble Pad (<https://portfolio.duke.edu/>). Students should have the faculty member who is assigned as their faculty advisor review the portfolio. 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,



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faculty members will compose a summary of the meeting including feedback for the student and will submit the evaluation through Pebble Pad.

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

1. One graded essay from XTIANSTU 705, 706 or any course on a reflection of a Christian text with instructor's comments
2. One graded essay from XTIANSTU 705, 706 or any course demonstrating critical theological reflection with instructor's comments
3. 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
4. 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 graded assignment from your immersion experience related to Christian service in the MACS core course (XTIANSTU 706).

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.

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)

As a means to exhibit growth and understanding, every student will compile a student portfolio that a faculty member will 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.

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 Pebble Pad 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):

1. One graded essay on biblical interpretation with instructor's 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.



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- 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.

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):

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 exegete 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 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.