PORTFOLIUM: YOUR MACPR EPORTFOLIO AND MACPER FINAL EXAMINATION

The Ohio State University Masters of Applied Clinical and Preclinical Research (MACPR) has built a curriculum that maps to the Joint Task Force (JTF) Core Competency Framework.

As Clinical Research Professionals, it is important that you have a full understanding of the competencies of your profession.

- Please review the contents of the JTF Clinical Trial Competency webpage at https://mrctcenter.org/clinical-trial-competency/
  o Review the publications that describe the evolution and finalization of the Core Competency Framework (Sonstein, et al., 2014) and Leveling.

We are using an ePortfolio platform that is powered by Portfolium. Your ePortfolio will serve as your MACPR Final Master’s Examination in lieu of a traditional thesis or comprehensive exam.

This document will guide you through your ePortfolio requirements as you progress through the MACPR program and as you prepare for your final master’s examination for the MACPR degree in your final semester. It is important that you commence your EPortfolio in your initial semester in MACPR so that it is most effective.

Here we will guide you through an understanding of ePortfolios and Portfolium features, and explain how you can commence your ePortfolio and what to include.

WHAT DOES AN EPORTFOLIO DO FOR YOU AS A CRP?

1. Commence an Individualized Development Plan. Using the JTF Competency Domains as a framework, aim your clinical research career toward satisfying MACPR learning goals and professional development goals.

2. Showcase your work. Use Portfolium to show off your best work and demonstrate your competence as a clinical research professional. This will bring your resume to life with photos and videos of projects you've done in class or on the job.

3. Connect with your fellow MACPR Buckeyes. Network with OSU and MACPR students and alumni to share ideas, collaborate, and be inspired. Join a vibrant, online OSU and MACPR community.

4. Network with 3,000+ companies. Apply directly to job openings with pharmaceutical companies, contract research organizations, and more. See the growing list of companies featured in Portfolium.
WHAT SHOULD YOU ADD TO YOUR PORTFOLIUM?

- **Work Experience** – your professional job roles.
- **Special Accomplishments** (e.g., resume, thank you notes, letters of recommendation, and list of professional references).
- **Education and Training** (e.g., MACPR courses you have taken, course deliverables such as presentations, papers, reflective writing, discussion postings, op-ed's, editorials, certifications, workshops, and other training you've attended).
- **Reflections on the JTF Competency Domains** (required in MACPR)

WHEN SHOULD I START?

You should start your Portfolium (ePortfolio) in the first semester as a MACPR student. It will be finished and evaluated during your last semester. Students who delay their ePortfolio to the last semester do not achieve a maximum product.

HOW TO INITIATE A USER ACCOUNT?

- You will create your account by going to [http://portfolium.com](http://portfolium.com). Follow the instructions for creating your account. You will create a username and password you create.
  - **SUGGESTION**: Do not use your OSU email, so you can login after you graduate and lose your OSU email.
- Additional Portfolium creation instructions can be found here:

WHAT SHOULD I DO WHEN I SET UP MY PROFILE?


**Tips for setting up your Profile:**

- Upload a photo (headshot)
- Upload a cover “banner” image (you can find one by googling free banner images, or create one)
- Write a tagline- e.g., “Clinical research professional dedicated to excellence” or one you make up
- Add your LinkedIn URL
- Add your Twitter and other social media (as appropriate)
  - **TIP**: Avoid social media links that are more informal- only post your professional social media”
HOW TO SET MY PRIVACY SETTINGS?
https://portfolium.com/settings/privacy

Privacy can be an important issue when you showcase your work openly. Privacy is also personal.

When creating a Portfolio in graduate school, students have expressed concerns that other students might copy (or plagiarize) their work or gain unfair advantages by seeing the hard work they had accomplished in class. OSU has a strong anti-plagiarism policy and want to protect your privacy and uphold the highest standards. As a user, you should ALWAYS avoid situations where you are obtaining others’ work when creating an assignment.

We are implementing privacy requirements for the MACPR Portfolium to protect your work.

We ask you to please set your privacy to private.

When setting to private, only you can access and view your Portfolium, but it will also allow you to provide limited access, (e.g., to professors, colleagues, supervisors, or potential employers) that you provide your private Portfolium URL code to. Only those with a code can “see” your Portfolium. You should send this code to your MACPR Advisor and Second Committee Member who will be grading your FINAL Eportfolio (MACPR FINAL EXAM) so they can see your Portfolium and evaluate your content and reflective essays.

You can also apply privacy settings for specific work you post. For instance, if you wanted to maintain a private entry- for your own eyes, you can set that entry to private. The link above provides detailed instructions.
Tips for further privacy considerations.

- Only upload PDFs of your work. *(this way it cannot be downloaded and modified by someone else)*
- Create a separate document (a cover page) for your project (some create a single powerpoint slide with a photo, title and brief description for their cover page)
- If you upload an image-do you have copyright permission to use it? Is the image professional? You can tag the pages to be the “cover “ page.
- For more information, go to:

Note that for each project upload there is a Portfolium-embedded copyright statement at the bottom of the screen. If you have evidence of plagiarism from your Portfolium, you can click “Report Abuse” to Portfolium. You should also contact your OSU Advisor.

© 2008 All content within this project is strictly the property of (Portfolium owner) and is not for public use without permission. Report Abuse
GETTING STARTED IN 3 STEPS.

The instructions in the User Guide entry below can help you get started in 3 easy steps. [https://help.portfolium.com/portfolium-com/what-is-portfolium/getting-started-in-3-steps](https://help.portfolium.com/portfolium-com/what-is-portfolium/getting-started-in-3-steps)

WHAT IF I NEED HELP?

Twenty-four-hour online assistance for Portfolium is available by clicking on the chat symbol found in the blue circle on the lower right side of your screen. This is the Portfolium online help desk, which is available to you and highly responsive.

Also, you can access the Student and Alumni User Guides for Portfolium online. There are many video and screen shot guides for all topics.

CAN I SEE AN EXEMPLAR?

You can view the Portfolium example created by Dr. Carolynn Thomas Jones. Connect with Dr. Jones and your advisor.

MACPR FINAL EXAM: YOUR EPORTFOLIO.

All MACPR students are required to develop an ePortfolio that showcases the knowledge, skills, and abilities/abilities (KSAs) that you have acquired as a graduate student. The ePortfolio is considered your Master’s Final Examination for the OSU Graduate School and the MACPR Program. Your ePortfolio is completed during your final semester, which most often corresponds to your capstone semester. You should upload your final capstone documents (final report and poster/PowerPoint) to your ePortfolio.

WHAT SHOULD BE INCLUDED IN MY MACPR EPORTFOLIO TO SATISFY GRADUATION REQUIREMENTS?

Because your ePortfolio is a work in progress, students are strongly encouraged to commence their ePortfolio in Portfolium during their first semester in the MACPR program! One way to ensure you have access to course assignments after your course is over is to save files on your computer and a flash drive in course-labeled files. Also, begin to write personal reflections about each competency. A competency-based tracking form is available to you on the MACPR website (Current Students Tab) to help you track your skills acquisition.
HOW ARE THE PORTFOLIUM “PAGES” LAIRED OUT?
There are tabs located horizontally (About, Portfolio, Connections).

I. ABOUT PAGE

Introduction*
Write an introduction paragraph. This could be in the form of a short biographical paragraph. Approximately 250 words minimum.

Resume*
Upload a Word or PDF version of your resume from your desktop. Be sure to update the file during your final capstone semester.

Social Network ICONS (Optional)
If you are a LinkedIn or Twitter member (and use those professionally), consider linking those icons. This way you can create interactive links to all of your social networking sites. You may link Facebook and Instagram as well, but remember to put your best professional face forward.

Other Optional Sections:
• Work Experience
• Education
• Badges
• Community Service, Volunteer Work
• Club Affiliations (Including Professional Associations)
• More About You

II. PORTFOLIO PAGE
This is where you upload your work! Each example of work is called a “project” by Portfolium.

HOW TO CREATE A NEW PROJECT (EVIDENCE OF COMPETENCE) UPLOAD?
https://help.portfolium.com/portfolium-com/projects/adding-a-project-to-your-portfolio

When creating a new entry (aka project)- go to Portfolio tab and click to “add a project”
• Consider the first file you link a PowerPoint Cover Page that you create, that may include images. This will provide a “cover page” for your project. Upload that first. It provides great visual impact.
• Then upload your project file. Link your JTF Skills by beginning to type JTF and select ALL Core Competency SKILLS that apply. This will populate your skills counts on the Left Horizontal Banner.
• Start off by uploading materials that you have set aside in files – for instance, CITI Training Certificates (HSP, GCP, RCR). This will help you get a handle on the process.
• You can edit a project that you have uploaded.
• Be aware of what you can and cannot upload. For instance, some journals have copyright restrictions that may prohibit uploading a PDF of a published article. Instead, place a header page that has the Citation and the Abstract with your contact information for reprints.

HOW TO LINK UPLOADS TO SKILLS?
• As you tag your projects to those JTF Core Competencies, your SKILLS “counter” will indicate how many items you have uploaded per skill. You are required to upload evidence of at least one applied project per skill (8 total items from MACPR coursework), but most students upload many more from their coursework and their professional roles.
• Some uploads may be associated with more than one JTF Skill. That is OK but we do expect 8 MACPR project uploads total.
• You can also add other skills associated with the project.
• Don’t forget that you will also be uploading reflective journaling on each of the 8 core competencies. This is an important part of your Portfolium FINAL EXAM score.

  – JTF-Scientific Concepts & Research Design
  – JTF-Ethics & Participant Safety
  – JTF-Medicines Development & Regulation
  – JTF-Clinical Trials Operations & GCPs
  – JTF-Study & Site Management
  – JTF-Data Management & Informatics
  – JTF-Leadership & Professionalism
  – JTF-Communication & Teamwork

You have requirements to link all uploads to a JTF Skill. This is essential for role development as well.

WHAT ARE THE REQUIRED COMPETENCY ESSAYS?
Reflective writing on each of the 8 clinical research competency domains is a major key requirement for your ePortfolio. You can upload this as one single document or create individual reflection documents and upload the files separately. For each reflection, you should write no less than 350 words about each JTF Competency Domain.
Things to address in your reflection essays:

Use these bullets as essay prompts. This should be written as a scholarly essay. References are not required.

• What defines this competency domain? What knowledge, skills, attitudes (KSA competencies) are found in this competency domain? (Hint- look at the JTF Core Competency Framework)

• What experiences and education (pre-MACPR) have contributed to your competency acquisition in this domain?

• What experiences (courses/assignments) have contributed to your skill building in this competency domain? (How- e.g., work completed.)

• What is your confidence level in this competency domain?

• How do you rate your current competence in this domain (High, Medium, Low)?

• What are your short term and long term goals for additional competence building in this domain?

CAPSTONE MATERIALS

You should upload your Culminating Project (Capstone) materials in your ePortfolio. Include the following:

a. Capstone Paper
b. Capstone Poster or PowerPoint
c. Other materials related to your capstone

NOTE: Graduating Seniors may only be able to put Culminating Project (Capstone) DRAFTS into their Portfolium for grading. Later, add your final Capstone paper and presentation.

III. CONNECTIONS PAGE

The social networking feature in Portfolium helps to connect with others. Please connect with Dr. Jones and your advisors, including below and many others!

• Carolynn Thomas Jones*
  o Check out the Portfolium for Dr. Jones
• Leigh Mascolino, Manager of Career Services, OSU College of Pharmacy
• Natalie Fox, Career Counselor, OSU College of Pharmacy
• Other OSU MACPR Faculty
• Other MACPR classmates
• Companies (pharmaceutical or contract research organizations)

Don’t forget, your privacy settings will dictate who can see your Portfolium. One way to share your Portfolium is to provide the special private URL to those you want to share
with, such as your Advisor, your Supervisor (if using Portfolium for job progression). After you graduate, you can adjust your Portfolium settings to public and set individual Portfolium uploads individually as private through the edit settings for each entry.

**HOW WILL MY EPORTFOLIO BE GRADED?**

As in other MACPR assignments, we will use a rubric for grading. Your final master’s examination in MACPR is graded Satisfactory/Unsatisfactory. To successfully pass the ePortfolio assignment, students must acquire at least 80 points.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo Uploaded</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Paragraph <em>(Tell about yourself, 1 paragraph bio)</em></td>
<td>5</td>
</tr>
<tr>
<td>Resume <em>(Is it uploaded?)</em></td>
<td>5</td>
</tr>
<tr>
<td>Reflective essays for each JTF Competency Domain <em>(350 word minimum x 8 competencies). (Can be separate files or one large file – 5 points per competency domain)</em></td>
<td>40</td>
</tr>
<tr>
<td>At least 1 artifact (sample of work) for each of the 8 competency domains that are linked to a JTF Competency <em>(Some may overlap to more than one competency – 5 points per competency domain)</em></td>
<td>40</td>
</tr>
<tr>
<td>Capstone uploads- Capstone Report <em>(draft reports)</em></td>
<td>3</td>
</tr>
<tr>
<td>Capstone uploads- Presentation File <em>(draft PowerPoint file)</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*Note: Drafts of Capstone materials will be reviewed for your Capstone Final Exam, since those deliverables during your final capstone semester may not be finalized at the time that Graduation Exams are required to be turned in (usually approximately 3 weeks prior to end of semester).

**HOW CAN I CONNECT TO COMPANIES AND OTHERS?**

To connect with potential future employers: click on “Jobs” in the top left corner and explore the multiple companies that are already linked with Portfolium. You can scroll through multiple companies that are already linked with Portfolium.

By putting your Portfolium URL onto your resume and LinkedIn, you will also enable connections to your ePortfolio (Portfolium), depending on your privacy settings.

To connect with your MACPR colleagues and peers: in the horizontal band under your profile banner, click on “connections,” sort by “alphabetical,” and send an invite to
connect. Before connecting, you will note the word “pending” in their file icon. After you are connected, the worked “connected” will appear.

Be on the lookout for invitations to connect that will arrive in your email inbox! Click on accept and watch your network grow!

Don’t forget that your privacy settings dictate who can see your ePortfolio.

AFTER GRADUATING?
You will continue to “own” your Portfolium after you graduate, it is yours at no cost. After you leave OSU, you may update your Email login to other Email addresses by changing your profile settings. Also, keep in mind that if you restrict your privacy settings, those who are not connected with you may not be able to see your Portfolium. You can begin to convert your Portfolium entries to continue to meet your professional needs.