

**FRIENDS INTERNATIONAL CHRISTIAN UNIVERSITY
PORTFOLIO GUIDELINES**

EDUCATION

- A. High School Name, Addresses, Attendance dates, major, credits and diploma earned.
- B. College/University Names, Address, attendance dates, major, credits and diploma earned. Appendix: Official transcripts are required with school seal and registrar's signature.
- C. Technical or Trade School Names, Address, Attendance dates, major, credits and diploma earned. Appendix: Certificates and Diplomas (photocopy OK) are required.
- D. Apprenticeships, Internships, High performance responsibility (e.g. aircraft pilots) Appendix: Certificates, Flight Logs, Journals (photocopy OK)
- E. General Learning: describe non job-related learning experiences that you feel justify university credit. Include a statement explaining why you feel credit is justifiable. (i.e. years accomplished, level of expertise, etc..)
- F. Languages: if you speak, read, or write any language other than English, state which language and the extent of your capability. Describe situations in which used; provide translations you have done if applicable.

EMPLOYMENT HISTORY

- A. Employer Name, Address, Phone, name of supervisor, dates employed, job description. Appendix: Letters from Employers, Supervisors or Peers are proper from most recent positions.
- B. Military Service, Active and Reserve Appendix: DD214 (photocopy)
- C. Professional Teaching Experience Appendix: Evidence of activities.
- D. On-The-Job Training, Seminars, Etc: Program description, Attendance Dates, Total Hours, sponsor. Appendix: Evidence of participation: certificates, programs, letters of confirmation.

SPECIALIZED ACTIVITIES AND ACHIEVEMENTS

- A. Membership in Civic, fraternal, volunteer or religious organizations and professional or trade associations: Name of organization, years active, offices held, extent of activity. Appendix: Membership cards (photocopies ok) or letters.
- B. Awards, Citations, or other Achievements

LEADERSHIP EXPERIENCE

- A. Situations in which you have been a lecturer, panelist, instructor or teacher
- B. For what, when, hours, describe your participation. Appendix: Appointments, programs, syllabi, announcements, etc..

PROFESSIONAL & TRADE PUBLICATIONS YOU READ

- A. Name and publisher of each.
- B. Copies of at least three recent articles you consider important professionally.

PROFESSIONAL LICENSES/CERTIFICATIONS

- A. List with dates of validity and provide photocopies.

TRAVEL

- A. Foreign country visited, dates, purpose of trip, state value you gained from trip.

SPECIALIZED ACTIVITIES & ACHIEVEMENTS

- A. Independent study and reading
- B. Books and projects of professional, a vocational, and personal importance. (For books list author, title, city, publisher, and year of publication).

PUBLISHED MATERIALS

- A. Manuals, technical writings, proposals, etc.
- B. Books or articles, patents, copyrights, trademarks, etc.. Appendix: copies of materials, supportive letters, copies of books and other important items.

PERFORMING & CREATIVE ARTS

- A. Describe performances in which you have taken part
- B. Describe works you have created name directors, producers, tutors under whom you have worked.
- C. List awards prizes and honors you have received. Appendix: Artwork, programs, tapes, photographs, citations, etc.

ADDITIONAL INFORMATION

- A. Notes, remarks, and miscellaneous information with items of support & documentation