**2013-2014 SENIOR PORTFOLIO and GRADUATION REQUIREMENTS**

**SOU CHEMISTRY DEPARTMENT**

As one of the degree requirements listed in the university catalog, every graduating senior will create a portfolio that demonstrates proficiencies in the areas noted below.

* Please place all items in a 3-ring binder in the order listed.
* Each section of the portfolio should be separated by dividers and clearly labeled.
* Include a Title Page (Name, Date, Years of Attendance at SOU, Degree, Capstone Advisor)
* Include a Table of Contents listing the sections noted below.

**Core Academics:** Make a list of the satisfactorily completed core course requirements, electives and general education requirements which meet all requirements for your chemistry degree. Include a copy of your unofficial transcript.

**ACS Exams:** Using the table provided below, list all ACS exams taken, including general, organic, biochemistry, analytical, instrumental, physical, inorganic, and the Diagnostic Undergraduate Chemistry Knowledge exam. Note the form year used, the raw score, the total number of points possible, and the percentile ranking. You may obtain this information from your capstone advisor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Form Year** | **Score/Total** | **Percentile** |
| General |  |  |  |
| Organic |  |  |  |
| Biochemistry |  |  |  |
| Analytical |  |  |  |
| Instrumental |  |  |  |
| Physical |  |  |  |
| Inorganic |  |  |  |
| DUCK |  |  |  |

**Oral Presentations:** List six oral presentations. These may include oral reports given in a course, capstone seminar, SOU seminar, and/or conference seminar. List the title of the talk, the forum in which it was presented, and the date of the presentation (Month, Year).

**Instrument Proficiency:** List laboratory instruments which you can operate and can interpret the data acquired. As a minimum it should include FT-IR, FT-NMR, GC-MS, HPLC, UV/VIS, and ICP/OES. Include instrument manufacturer and model number for each instrument. Include one copy each of laboratory reports demonstrating your proficiency of each instrument.

**Computer Skills:** List software packages with which you are familiar, including, but not limited to, word processing, database, spreadsheets, mathematical/programming packages, and molecular drawing and/or modeling programs. List the computer and hard‑copy research tools with which you have experience.

**Research:** Provide a copy of your final capstone report. Provide a one‑page summary of your research experience, including the nature of the problem investigated, the major laboratory techniques utilized, and a brief summary of the results obtained.

**Cooperative Learning:** List experiences in which you have demonstrated practical knowledge of chemistry. Experiences may include industrial, governmental or academic research, tutoring, conducting tours for prospective students, leading discussion groups, formal lecturing, mentoring, and departmental (e.g. Chemistry Club) and/or community (e.g. Forensics Workshop) service, etc…

**Honors and Awards:** List scholarships and departmental, university, or community honors and awards received during your tenure at SOU.

**Contact Information:** This information will allow us to contact you after you leave SOU. Whenever you move, get a new job, a new degree, a new spouse, a new child, a Nobel Prize, or whatever, please let us know. We are interested in how your life/ career evolves. Remember, you may obtain updates regarding the department, your classmates, as well as job opportunities in the Rogue Valley on the Chemistry Facebook page

* Full name
* Address
* Phone Number
* Email Address
* Name and address of someone who will know where you are, in case we lose you
* SOU Major
* SOU Graduation Year
* Spouse or partner’s name
* Names and ages of children
* Anticipated place of employment or professional/graduate school attendance, or other plans for next year
  + Position Title
  + Name of Company or University
  + Address of Company or University

**Lab Cleanup:** Be sure that the laboratory workspace used during your capstone is clean before you leave! Clean any glassware and equipment and return it to the storeroom. Return reagent bottles to the storeroom – please **do not leave unmarked containers full of unknown substances in your lab space**. All containers must be labeled with your name, date, contents, and quantity of material. Your capstone advisor will check your workspace and if you haven’t done a satisfactory job cleaning up your work area, you will receive an incomplete for Ch 499 and you will not officially graduate! If someone who is graduating next year is taking over your capstone project, consult with that student and your advisor on what can be cleaned up and put away without hindering progress for the next student.

**Program Evaluation:** Complete the Program Evaluation Form included on the following two pages.

**CHEMISTRY DEPARTMENT PROGRAM EVALUATION (2013)**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. After graduation, do you plan on attending graduate or professional school, enter the job market, or other?

**Rate the following item on a scale of 1-5 with 1=poor, 3=adequate, and 5=excellent.**

1. Overall preparation for your postgraduate job or education: **1 2 3 4 5**

Comments:

**Rate the *quality* of your education in the Chemistry Department on a scale of 1-5 with 1=poor, 3=adequate, and 5=excellent.**

1. Hands-on experience with instrumentation: **1 2 3 4 5**

Comments:

1. Development of problem solving skills: **1 2 3 4 5**

Comments:

1. Development of computer skills: **1 2 3 4 5**

Comments:

1. Development of writing skills:  **1 2 3 4 5**

Comments:

1. Development of oral communication skills: **1 2 3 4 5**

Comments:

1. Development of self-confidence:  **1 2 3 4 5**

Comments:

**PLEASE COMPLETE OTHER SIDE OF EVALUATION**

**Please rate the *quantity* of the following on a scale of 1-5 with 1=should be substantially decreased, 3=appropriate, and 5=should be substantially increased.**

1. Research experience: **1 2 3 4 5**

Comments:

1. Hours required for laboratory courses: **1 2 3 4 5**

Comments:

1. Hours required for lecture courses: **1 2 3 4 5**

Comments:

1. Use of library and electronic resources: **1 2 3 4 5**

Comments:

1. Mathematical preparation: **1 2 3 4 5**

Comments:

13. Cooperative learning experiences: **1 2 3 4 5**

Comments:

**Other comments:**