

PORTFOLIO:  
FAMILY LIFE EDUCATION MAJOR  
1.1

## **FAMILY LIFE EDUCATION PORTFOLIO - PURPOSE:**

*The Family Life Education (FLE) portfolio will be completed to fulfill the requirements for the Family Life Education Major Outcomes (traditional program) in the final semester prior to graduation.*

Successful completion of the FLE portfolio is a graduation requirement for the FLE major. The purpose of the FLE portfolio is for candidates to present in a standard format, what they have learned, their works, talents, and unique gifts to the field of Family Life Education. The FLE portfolio will contain finished, polished work. Learners will use the theories of family life education learned throughout this major as a guide for developing the sections of the FLE portfolio.

## **FAMILY LIFE EDUCATION PORTFOLIO CONTENTS:**

The following information specifically addresses the format and contents of the candidate's portfolio:

MECHANICAL GUIDELINES: The purpose of establishing the following specifications is to set a clear, concise, process for developing a FLE portfolio and to give criteria for evaluation.

- 1) The portfolio should be arranged attractively in a **black or white**, sturdy, **1-inch**, three ring binder, with plastic view pocket for the cover and spine.
- 2) All materials should be placed in non-glare plastic sheet protectors. Feel free to use both sides of the sheet protectors.
- 3) Each section of the CFLE Portfolio should be clearly separated and labeled by tabbed dividers. Include a portfolio table of contents.
- 4) All text should be formatted on white paper, double spaced, with 1 ¼ borders. Letter quality printers should be used.
- 5) The candidate will design a cover for the binder and spine.

APA WRITING STYLE: All sections will be evaluated for writing style and grammar in addition to content. Papers and references incorporated into the Portfolio are expected to adhere to APA style. Please refer to the APA manual.

American Psychological Association. (2001). *Publication manual of the American psychological association* (5th ed.). Washington, D.C.: Author.

REQUIRED SECTIONS OF THE FLE PORTFOLIO: All CFLE Portfolios will contain the following sections:

1. An updated resume (Please schedule an appointment with career services for assistance in updating your resume: **Diana Sukut, M.Ed.**, Director of Career Services, Office: LU-110-4, Phone: 651-603-6241, Email: [sukut@csp.edu](mailto:sukut@csp.edu)).
2. Transcripts

3. Updated major forms (download the FLE Major form from Academic Advising [http://concordia.csp.edu/AcademicAdvising/Trad/\\_Forms/cas.html](http://concordia.csp.edu/AcademicAdvising/Trad/_Forms/cas.html). Type all information including the semester you took the course and your final grade).
4. My Philosophy of Family Life Education (A 200-300 word statement that clearly and succinctly presents your philosophy of Family Life Education. Please make an appointment with the writing center to review your philosophy statement: <http://concordia.csp.edu/WritingCenter/>).
5. What is a Family Life Educator? (A 500-600 word paper that clearly and succinctly describes “what is a family life educator”. Please make an appointment with the writing center to review your statement: <http://concordia.csp.edu/WritingCenter/>). Include in your discussion the following:
  - the framework for Family Life Education including the ten substance areas FLEs need to know and understand to function as a FLE;
  - a discussion of where family life educators work;
  - the role of a family life educator;
  - the difference between family life education and family therapy; and
  - boundary issues family life educators need to be aware of to function professionally as a FLE).
6. Samples of papers and/or projects from your college career that demonstrate your knowledge and skill as a FLE major. (Include and organize papers and/or projects that underscore the comprehension of each of the ten FLE substance areas).
7. Additional evidence. (See the “What is included in a Portfolio?” section of “What is a Portfolio?” for suggestions: [http://concordia.csp.edu/Careers/\\_Documents/Handout--Portfolios.pdf](http://concordia.csp.edu/Careers/_Documents/Handout--Portfolios.pdf)).
8. A completed CFLE application form. (Go to NCFR’s CFLE website at [http://ncfr.org/cert/become/app\\_abbrev.asp](http://ncfr.org/cert/become/app_abbrev.asp) . Once there scroll down and read [CFLE Abbreviated Application Letter](#). Download and fill out the application [CFLE Abbreviated Application Form](#)).
9. Documentation for number of internship hours. The student is required to provide some type of “official document” verifying the number of hours served for the internship experience. Examples include but are not limited to: (1) a letter from the internship supervisor on official letterhead, (2) signed and dated weekly time cards etc.

### **FAMILY LIFE EDUCATION PORTFOLIO EXIT DIALOG:**

- Early in the last semester of your senior year, schedule a date for your exit dialog with Drs. Bredehoft and Walcheski by calling Dr. Bredehoft to schedule an appointment (651-641-8827).
- One week prior to your exit dialog, submit your FLE Portfolio to Dr. Bredehoft for review.
- Following the exit dialog, candidates will be notified in writing of their status:
  - Pass no revision.
  - Pass contingent upon recommended revisions.
  - No Pass.

## **PORTFOLIO CHECKLIST**

- \_\_\_ An updated resume
- \_\_\_ Transcripts
- \_\_\_ Updated major forms
- \_\_\_ My Philosophy of Family Life Education (paper)
- \_\_\_ What is a Family Life Educator? (paper)
- \_\_\_ Samples of papers and/or projects representing each of the ten substance areas
- \_\_\_ Additional evidence
- \_\_\_ A completed CFLE application form
- \_\_\_ Documentation for number of internship hours
- \_\_\_ Make an appointment with the writing center to review written work