

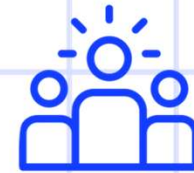
OFFICE OF UNDERGRADUATE RESEARCH PRESENTS

Developing an Academic Portfolio in Preparation for Applying to Graduate School

Dr. Monique Turner, *Ph.D.*

September 19, 2023

Today's Agenda



01

**ACADEMIC
EXPERIENCES/
ACCOMPLISHMENTS**

02

**PROFESSIONAL
DEVELOPMENT**

03

**COMMUNITY
SERVICE**

What is an Academic Portfolio?

- An organized collection of evidence that demonstrates the best of your academic experiences, skills, strengths, achievements, professional development, and community service (teamwork efforts)

Importance:

- Your opportunity to illustrate the variety of skills you have and work you have completed.
- Add to your educational narrative (addressing low GPA or lack of experiences).
- Emphasize your achievements and impact (within the field)– also consider the program you are applying for to tailor/personalize your portfolio

Types of Portfolios

- **Showcase-** a collection of your best work; student-centered
- **Process-** a work in progress (focuses on the reflection)
- And many more... (i.e., **Assessment-** demonstrates student competency and evaluative purpose)

Formats:

- Hard-copy
- Digital/ E-portfolios (save in Dropbox or Google drive to share link)

Important Tips

- Organization is Key!
- Selection is Key!

Create Folders (*either format*):

- Academic Experiences/Accomplishments
- Professional Development
- Community Service

01

Academic
Experiences/
Accomplishments

Curriculum Vitae (CV)

- A curriculum vitae (CV) provides a summary of your academic and professional experience and skills.
- CVs include extensive information on your academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements.
- CVs are lengthier than resumes and include more information, particularly details related to one's academic and research background.

Curriculum Vitae

- Emphasize your strengths, skills, and the intersection.

Leadership	Courage	Strategic
Thinker	Influencer	Learner

- Explorer
- Innovation
- Expert
- Passionate
- Competent
(Gallup)

Leadership	Courage	Strategic
Thinker	Influencer	Learner

Curriculum Vitae Example

AWARDS/SCHOLARSHIPS:

- Fall 2020 - Spring 2021 President's Challenge Grant: Diversity, Equity, and Inclusion (\$21,000), California State University, Dominguez Hills (*CSUDH*)
- Fall 2019 - 2020 National Junior Tennis and Learning Essay Grant (\$5000), First Break Academy (FBA)
- Fall 2019 - 2020 Program Development Grant (\$15,000), First Break Academy (*FBA*)
- Spring 2012 - Fall 2013 Chancellor's Doctoral Incentive Program 2012, California State University, Dominguez Hills (*CSUDH*)
- Fall 2011 - 2013 Promoting Excellence in Graduate Studies (PEGS) Travel Research Scholarship, California State University, Dominguez Hills (*CSUDH*)
- Spring 2010 - Spring 2011 Minority Biomedical Research Support Program: Research Initiative for Scientific Enhancement (MBRS: RISE), California State University, Dominguez Hills (*CSUDH*)
- Fall 2009 - Spring 2010 Outstanding Undergraduate Psychology Student, CSUDH

Leadership

Courage

Strategic

Thinker

Infuencer

Learner

Curriculum Vitae Example

CLINICAL WORK EXPERIENCE:

08/2021-08/2022

Southern California Department of Corrections and Rehabilitation Consortium's (SCDCRC – CIW)

Acute Psychiatric Program

Clinical Psychology Intern (Pre-Doctoral Internship)

- Case management and consultations
- Psychological Assessments (RBANs, RISB, Wechsler, WAIS, etc...)
- Provided individual & group therapy for inmate with a severe mental health disorder (inpatient/hospital & outpatient settings)
- Program development
- Designed and implemented sleep program
- Peer mentorship and supervision

Highlight
'leadership' in
description by
using key words.

Leadership	Courage	Strategic
Thinker	Infuencer	Learner

Provide Sample Work

- Highlight skills, strengths, and acknowledge multiple areas such as research and social skills or application.

Creative Art Examples:

- Short **writing** samples (1-2 pages), poetry
- Showcase **Production Management** skills by providing a sample budget or time (can also apply to Business majors/disciplines)

Sample Work: Budget

	2022	2023	2024	2025	2026
	Prior Year	Projection	Projection	Projection	Projection
Financial Statement & Projections					
Sources of Income					
Global Fund Fellowship	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
Customers	\$12,000.00	\$24,000.00	\$30,000.00	\$50,000.00	\$60,000.00
	-	-	-	-	-
	-	-	-	-	-
Total Income	\$12,000.00	\$24,000.00	\$40,000.00	\$50,000.00	\$60,000.00
Expenses					
Direct Costs					
Advertising and Marketing	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00
Contract and Professional Fees	\$500.00	\$500.00	\$2,000.00	\$5,000.00	\$10,000.00
Accounting Fees	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00
Supplies and Equipment	\$1,000.00	\$1,000.00	\$1,500.00	\$2,000.00	\$2,000.00
Payroll	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
Indirect Costs					
Bank fees	\$100.00	\$100.00	\$100.00	\$500.00	\$500.00
Shipping & Handling	\$100.00	\$100.00	\$300.00	\$500.00	\$500.00
Insurance	\$500.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00
	-	-	-	-	-

02


Professional Development

Provide Sample Work *(cont.)*

Research-Oriented Examples:

- Description of study (1 page; Brief introduction, Method, Significant results/findings, Future research/recommendations; mentors)
- Sample presentation (PPT deck and/or Poster)
- Also, can include sample budget or timeline that highlights Project Management skills

Sample Poster Presentation

Behavioral Treatments for Chronic Insomnia within the Incarcerated Population

Monique Turner, M.A., Dominique Jackson, M.A., Stacey Waters, M.A., Haley Rosen, M.A., and Rohana Calnaido, M.D.
California Institution for Women (CIW)

Abstract

The purpose of the current study is to examine the feasibility and efficacy of behavioral treatments in series of incarcerated patients with mental illness. The following interventions will consist of a total of eight sessions with first session entailing a case formulation and development of treatment goal. Sleep education will also be addressed, including sleep regulation with development of a wind-down and waking routines around the patient's chosen bedtime and final wake time. Sleep Restriction Therapy and Stimulus Control Therapy will be introduced with utilization of counter control therapy and sleep compression therapy if indicated and revisited at subsequent sessions. Sleep quality will be monitored continuously with a sleep diary and pre and post monitoring by utilizing The Pittsburg Sleep Quality Index (PSQ-I; Buysse et al., 1989). Attendees can expect to learn about the feasibility and efficacy of behavioral treatments for chronic insomnia in incarcerated patients with mental illness.

Introduction

- Difficulty initiating sleep
- Difficulty maintaining sleep
- Early-morning awakening w/inability to return to sleep
- Causes clinically significant distress
- 3+ nights per week for 3+ months
- Difficulty occurs despite adequate opportunity
- Not better explained by another sleep-wake disorder
- Not attributable to substance use, co-existing mental health disorders, or medical conditions.

Introduction (cont.)



Behavioral and Psychological Interventions

- **Cognitive Restructuring & Motivational Enhancement**
- **Sleep Scheduling**
 - The feasibility within the incarcerated population is the current purpose of this presentation.
 - **Wind-Down**- Set bedtime, refraining from blue light (TV, tablet), quiet environment
 - **Rise-Up**- Refrain from snoozing, increase activity, shower/wash hands/face, extra sunlight, upbeat music, phone a friend
- **Sleep Restriction Therapy(SRT)**: enhance sleep drive, consolidate sleep by limiting time in bed
- **Stimulus Control Therapy(SCT)**: restore the bed/bedroom association with sleep

Method/Procedure

Design- Descriptive Case Series (n = 3; x2 CCCMS, x1 PIP/ICF)

- **Core Module 1**- Establishing Regular Sleep-Wake Times- Leaning a Wind- Down/ Rise-up Routine
- **Core Module 2**- Improve Daytime Functioning
- **Core Module 3**- Correcting Unhelpful Sleep Related Beliefs
- **Core Module 4**- Maintenance of Behavior Change (I.e., what your most unhelpful behaviors
- **Alternate Phases (1 and 3)**: For patients who are not candidates for Sleep Restriction Therapy and/or Stimulus Control Therapy.

Inclusion criteria – Difficulty with sleep; Interest in improving sleep, and Motivation to make behavioral changes to improve sleep.

Exclusion criteria (Alt. Phase 3)- (exclusion criteria for SRT: Seizure disorder, positive screen for sleep disorders, Bipolar Disorder, Excessive daytime sleepiness, OSA, etc.)

Measures

- **Baseline-Measures (Phase 1)**: Pittsburgh Sleep Quality Index (PSQI); Insomnia Severity Index (ISI); Consensus Sleep Diary (CSD)
- **Weekly** (By-session; Phase 1-3) Measures: ISI; CSD
- **Post-Measures (Phase 3)**: PSQI, ISI, CSD

Results/Observations

- **Pre and post measure**
 - Total Time in Bed
 - Pre (N=2)/Post (N=0); (h:m)=12:30/(NA)
 - Total Sleep Time
 - Pre (N=2)/Post (N=0); (h:m)=4:30/(NA)
 - ISI
 - Pre (N=3)/Post (N=1); (m= 6.3)/ (m=2)
 - PSQ-I
 - Pre (N=3)/Post (N=1); (m=12.3)/ (m=8)
- **Modifications:**
 - ISI added as a baseline, weekly and post-measure as not all patients able to complete post PSQI.
 - Change in number of sessions due to:
 - Delayed/missed arrivals due to scheduling issues/quarantine; pain issues limited mobility; cancelled sessions and 'no-shows'
 - Transdiagnostic approach to sleep disorders utilized to simplified the referral process, decreased exclusion criteria, and incorporated motivational enhancement (Harvey & Buysse, 2018, Kaplan & Harvey 2013))
- **Feasibility:**
 - Frequency - minimum of 1x/week (consistency was important)
 - Time limitations (30-60 minutes) : reading questions to patients
 - Multidisciplinary coordination of assessment, monitoring and treatment of comorbid conditions: Therapist, Psychiatrist, Sleep Medicine Provider due to comorbid conditions

References-see additional handout

Additional Examples

- Include all trainings completed within the classroom, outside the classroom, at work, and within volunteer services
- Training or research programs
- Webinars
- Local or national conferences (APA, WPA, any others to share?)
- List the full name of each with year of completion or year of attendance; and location, if applicable.

03

Community Service

Community Service

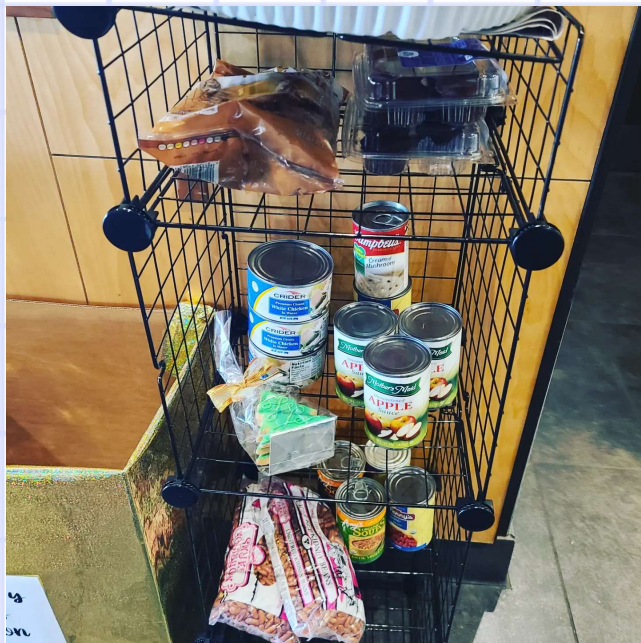


Think Tank session with senior leaders and peers.



What can you say about your projects? Share it here with a caption.

Community Service



Provided hot meals and blankets to the community in June 2023.

What can you say about your projects? Share it here with a caption.

Community Service Tips

- It's okay **to be in** the pictures. It's okay **to take** pictures. If others are in pictures, get their permission.
- If there are no pictures, contact the company, organization, and contact person to request a letter of acknowledgment or attestation to your service.
- Collect letters and add to your files/portfolio. The letters can be short or extensive.

How does your Academic Portfolio Align with your Graduate School Application?

- The academic portfolio will help you to outline and write your Personal Statement, Statement of Purpose, and Research Interests.
- Helps to further identify strengths or areas for improvement.

Questions to Consider:

- How should a Personal Statement (or Statement of Purpose) be structured/organized?
- Why did you select the current program you are in?

How does your Academic Portfolio Align with your Graduate School Application?

Statement of Purpose :

- Academic and research experience; accomplishments
- Interest, specializations and career goals

Personal Statement (most challenging for students):

- Experiences, challenges or opportunities
- Personal goals and dreams
- Motive and drives
- **Your narrative:** exemplifies authenticity and provides in-depth insight to you as a student

Thank you!

Questions?

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