

Portfolio Master Degree (Basic)



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**Portfolio for Master Degree in**

**ملف الإنجاز لدرجة الماجستير في**

**Candidate Name:**

**Mentor Name:**

**Head of Department:**

**Contents of the Portfolio**

|  |  |
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| **Topic** | **Page** |
| **Introduction** |  |
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| **Curriculum core topics** |  |
| **Intended Learning Outcomes** |  |
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| * **Workplace-based assessments**
* Direct Observation of Procedural Skills
* Presentations
* Critical Appraisal
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| * **Logbook**
* Lectures and Seminars checklist
* Practical skills checklist
* Activities’ attendance checklist
 |  |
| **Student Reflections** |  |
| **Progress Report** |  |

**Introduction**

**Definition of a portfolio:**

A portfolio is a purposeful collection of student work that exhibits the student’s efforts, progress, and achievements in one or more areas of study. The collection should include student participation in selecting content, evidence of achieving certain skills, evidence certain skills, evidence of student self-reflection, learning progress and plans for developing educational effectiveness.

**Objectives of using the portfolio:**

1. To show learning progress over time.
2. To provide greater motivation for the students and faculty.
3. To increase self-assessment skills
4. To encourage reflective learning as students are asked to comment on each portfolio entry.
5. To increase tutor-student collaboration in the teaching-learning and assessment process.
6. To achieve broader and comprehensive assessment of different domains (knowledge, skills and attitude).

**Portfolio follow up and Mentoring:**

* The candidate should be informed about the name of his/her portfolio Mentor immediately after passing the first part of his degree.
* The candidate should be ready for a follow up meeting with his/her mentor every 4 months.
* The candidate should bring with him/her all portfolio partitions and be ready for discussion and any kind of evaluation and feedback from his mentor.

**Student assessment of the portfolio:**

* The student portfolio represents 30% of the total score of the second part Master and Doctorate degrees.
* The distribution of the marks allocated for each Portfolio component is based on the following table:

|  |  |
| --- | --- |
| **Component** | **Basic Sciences** |
| **Practical Skills assessment** | 110 Marks |
| **Scientific presentations** | 110 Marks (≥2 presentations) |
| **Critical appraisal** | 110 Marks (≥2 papers) |
| **Logbook** | ≥75% attendance of all activities |

**بيانات التسجيل**

**Registration information**

**صورة شخصية حديثة**

**بيانات الطالب**

**الإسم (رباعي):............................................................**

**العنوان:.....................................................................**

**……………………………………………………………………………….**

**تاريخ التخرج:..............................................................**

**جامعة التخرج:.............................................................**

**التقدير العام:...............................................................**

**تقدير مادة التخصص:......................................................**

**تاريخ التسجيل لدرجة لماجستير:........................................**

**تاريخ الحصول علي الجزء الأول:.......................................**

**رقم التليفون:...............................................................**

**رقم المحمول:..............................................................**

**البريد الإلكتروني:.........................................................**

**Curriculum Core Topics**

**Topics**

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|  | Topics |
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**Intended Learning Outcomes (ILOs)**

**التقويم المستمر المبني على الأداء أثناء العمل**

**Workplace-Based**

**Continuous Assessments**

**First: Direct observation of procedural skills (DOPS)**

**المتطلبات:**اكتساب جميع المهارات الإجرائيه\العمليه التي يحددها القسم.

**النسبه المئويه من التقويم المستمر**: 33%

**Guidelines for scoring DOPS:**

1. Providing effective feedback to learners is extremely important for progress of their procedural skills.
2. Skills with overall scores less than 50% should be repeated till the learners acquire the expected level of competence.

**List of procedural skills:**

1-

2-

3-

4-

5-

6-

**Second: Scientific Presentations**

**المتطلبات**: تقديم عرضين علي الأقل لطالب الماجيستير.

**النسبة المئوية من التقويم المستمر:**33 %.

**Guidelines for scoring scientific presentations:**

1. All presentations will be evaluated using the provided template.
2. Providing effective feedback to learners is extremely important for improving their presentation skills.

**Evaluation of Scientific Presentations**

|  |  |
| --- | --- |
| Title of the topic: |  |

Please evaluate the candidate on each of the following competencies.  For each competency, enter a score in the corresponding blank space in the last column based on the maximum score:

|  |  |  |
| --- | --- | --- |
| **Structure** | **Competencies** | **Score** |
| **Maximum** | **Reported** |
| *Introduction* | Introduction provide sufficient backgroundfor the topic | 10 |  |
| *Organization* | Presented subject matter in logical sequence | 10 |  |
| Used own words instead of reading from text |
| *Visuals Aids* | Used appropriate visual aids (graphs, tables, charts, etc.) | 10 |  |
| Knows well how to operate presentation equipment & tools |
| *Delivery* | Used a clear language for audience diversity | 30 |  |
| Used effective transitions to bridge main points |
| Used appropriate vocal qualities (volume, rate, variety, etc.) |
| Maintained adequate eye contact with audience members |
| Content | Presented relevant material which is up to date | 20 |  |
| Demonstrated understanding of the material |
| *Timeliness* | Began the presentation on time | 10 |  |
| Delivered the presentation within allotted time |
| Conclusions | Summarized what the audience needs to know, believe, or do | 10 |  |
| Invited questions from the audience at the end of the presentation and answered questions effectively |
| **Total score** | 100 |  |

**Evaluation of Scientific Presentations**

|  |  |
| --- | --- |
| Title of the topic: |  |

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| Conclusions | Summarized what the audience needs to know, believe, or do | 10 |  |
| Invited questions from the audience at the end of the presentation and answered questions effectively |
| **Total score** | 100 |  |

**Forth: Critical Appraisal**

**المتطلبات**:نقد مقالتين علي الأقل لطالب الماجيستير.

**النسبة المئوية من التقويم المستمر:** 33%.

**Guidelines for scoring scientific presentations:**

1. All presentations will be evaluated using the provided template.
2. All students will have feedback comments to improve their scientific critical thinking.

**Critical appraisal of articles and papers**

|  |  |
| --- | --- |
| Names of authors |  |
| Full title of article |  |
| Full title of Journal |  |
| Year published |  |
| Volume number |  |
| - What are the research questions?- What are the study objectives?- What is (are) the research hypothesis (es)?- Were research hypotheses supported? |  |
| What are the theoretical positions underlying the research? Type of theory |  |
| What kind of sampling methods used? How the sample was derived? |  |
| Which research methods are used? |  |
| What are the main results of the study? |  |
| How does it advance our understanding of the subject? |  |
| What are the main study recommendations? |  |
| What are the strengths of this study? |  |
| What are the weaknesses of this study? |  |

**Feedback for critical appraisal of literature**

|  |  |
| --- | --- |
| Student’s name: |  |
| Department and degree: |  |
| Articlename: |  |
| **Assessment Criteria:** |
| * The appraisal includes quality scholarly articles with clear connection to the research topic.
* The critical appraisal is structured and comprehensive with proper use of critical thinking skills.
 |
| **Evaluator Feedback** |
| **Overall:****Strengths:****Areas for improvement:** |
| **Awarded Mark:** | **Date:** |
| **Name of the evaluator:** |

**Critical appraisal of articles and papers**

|  |  |
| --- | --- |
| Names of authors |  |
| Full title of article |  |
| Full title of Journal |  |
| Year published |  |
| Volume number |  |
| - What are the research questions?- What are the study objectives?- What is (are) the research hypothesis (es)?- Were research hypotheses supported? |  |
| What are the theoretical positions underlying the research? Type of theory |  |
| What kind of sampling methods used? How the sample was derived? |  |
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**Feedback for critical appraisal of literature**

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| --- | --- |
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| Articlename: |  |
| **Assessment Criteria:** |
| * The appraisal includes quality scholarly articles with clear connection to the research topic.
* The critical appraisal is structured and comprehensive with proper use of critical thinking skills.
 |
| **Evaluator Feedback** |
| **Overall:****Strengths:****Areas for improvement:** |
| **Awarded Mark:** | **Date:** |
| **Name of the evaluator:** |

**سجلات المهارات والأنشطة**

**Student Logbook**

* + - 1. **Attendance and participation of Academic Lectures**

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| --- | --- | --- | --- | --- | --- |
|  | **Lecture’s title** | **Date** | **Attendance** | **Active participation** | **Lecture’s Signature** |
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|  | **Lecture’s title** | **Date** | **Attendance** | **Active participation** | **Lecture’s Signature** |
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|  | **Lecture’s title** | **Date** | **Attendance** | **Active participation** | **Lecture’s Signature** |
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**2- Performance of Practical Skills Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Performed** | **Competence level** | **Supervisor signature** |
| **Yes** | **No** | **Novice** | **Advanced Beginner** | **Expert** |
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**3- Activities’ attendance checklist**

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| --- | --- | --- | --- | --- |
| **Date** | **Type of the activity** | **Title of the activity** | **Student signature** | **Supervisor Signature** |
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**Head of the department**

**Student Reflections**

Reflection is very important to deepen your learning and to be a life-long learner. In reflection, you use critical thinking to analyze the educational situation and learn from it, and then you will try out what you have learned to have an experience. The benefit of this part of your portfolio is to encourage you to reflect on what you are doing, what you are finding difficult and what you are trying to plan for.

The following four elements should be covered in your reflection:

* What I tried to learn?
* What were the most important things I learnt?
* What are my strengths and weaknesses?
* What I need to work on next time?

**Personal Reflections Template**

|  |  |
| --- | --- |
| Name: | Role: |
| Activity: | Date of the activity: |
| Describe why this activity is selected for reflection: |
|  |
| What did you learn?Describe how this activity contributed to the development of your knowledge, skills or professional behaviors. |
|  |

|  |
| --- |
| Describe here ways in which your own behavior will change because of reflecting on this event and give a timescale for your actions.1. How have your knowledge, skills and professional behavior changed?
2. Have you identified any skills and/or knowledge gaps relating to your professional practice?
3. What changes to your professional behavior have you identified as desirable?
4. How will this activity or event lead to improvements in patient care or safety?
5. How will your current practice change as a result?
6. What aspects of your current practice did you feel were reinforced?
7. What changes in your team/department/organization’s working have you identified as necessary?
 |
|  |

**استمارة تقرير نصف سنوي عن مدى تقدم الطالب**

**Biannual Student**

**Progress Report**

**تقرير متابعة نصف سنوي لطالب الدراسات العليا**

**اسم الطالب:......................................... تاريخ الميلاد: ........................................**

**الدرجة المسجل لها: ماجيستير/ دكتوراه/ في: .. ........................................................................................................................................**

**القسم: . ........................................................................................................................................**

**تاريخ التسجيل بمجلس الكلية:........................................................................................................................................**

**عنوان الرسالة باللغه العربية: .........................................................................................................................................**

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**عنوان الرساله باللغه الإنجليزيه: .........................................................................................................................................**

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**رقم التسجيل بسجلات الدراسات العليا بالكلية: ....................................................................................................................................**

**تاريخ النجاح في جزء اول الماجستير / الدكتوراه: ....................................................................................................................................**

**تقرير السادة الأساتذة المشرفين:**

|  |  |
| --- | --- |
| **مرحلة العمل في الرسالة** | **تحديد مدى تقدم الطالب في كل مرحله** |
| **بدأ** | **قطع شوطا محدودا** | **أوشك على الانتهاء** | **انتهى من الجميع** |
| جمع المادة العلمية الخاصة بالرسالة |  |  |  |  |
| الجزء العملي |  |  |  |  |
| مناقشة النتائج |  |  |  |  |
| المراجعة النهائية مع المشرف |  |  |  |  |

**ملاحظات أخرى للساده المشرفين: ........................................................................................................................................**

**........................................................................................................................................**

**........................................................................................................................................**

**........................................................................................................................................**

**خلاصة أداء الطالب خلال الفترة السابقة:** ممتاز جيد ضعيف

**رأي السادة المشرفين:**

إستمرار تسجيل الطالب مد تسجيل الطالب إلغاء تسجيل الطالب

**أسماء السادة المشرفين:**

|  |  |
| --- | --- |
| **1-**  | **2-** |
| **3-** | **4-** |

**تاريخ موافقة مجلس القسم:**

**رئيس مجلس القسم وكيل الكلية للدراسات العليا والبحوث**

**Overall Marks**

|  |  |
| --- | --- |
| **Marks** | **Item** |
| **/110** | **DOPS** |
| **/110** | **Presentation skills** |
| **/110** | **Critical Appraisal** |
| **/330** | **Total** |

**Mentor Signature Head of Department Signature**

**Vice Dean for Postgraduate Studies and research**