Statement of Purpose (SOP) Form

SOP forms are included with *primary source documentation <u>only</u>* – documents that you have created, or have created as part of a team.

What is an SOP form and when do I need to include one in my portfolio?

- An SOP form can be used when your role in the document's creation is not clear

SOP forms are used to clarify the role you had in creating a document. For example, a Human Resources student may have contributed content to an Employee Handbook, but her name is nowhere on this handbook. This student can include the content in her portfolio as supporting documentation with an SOP form to clarify that it was her who wrote the content. Use the SOP form for primary source documents that are not clearly indicative of your role, or when your name is not contained on the document.

How do I reference my SOP forms in my Table of Contents and Supporting Documentation column? Do they require their own Tab#?
SOP forms are not referenced anywhere. They do not show up in the Table of Contents and they are not listed in the Supporting Documentation column of your learning summary table. They do not have their own tab.

An SOP form will be added in front of your piece of supporting documentation, within the same tab.

For example, if you have an email with an accompanying SOP form under Tab 26, and you open Tab 26 the first thing you will see is the SOP form. The page with the email will directly follow. This means that the SOP form needs to be contained in the *same document* as the support material to be uploaded onto the e-portfolio platform in one document. Furthering this example, the SOP form will be the first page of the document, followed by the email. When they are saved together, they can be uploaded as one piece to the e-portfolio.

How many SOP forms should I include in my portfolio?
It depends; everyone's portfolio is unique. At the least, you will need a form for *each* Primary Source document that does not have your name on it. If you have 5 pieces of Primary Support without your name, you will have 5 SOP forms, one separate form to each related support document.

Do I complete one SOP form for the whole portfolio, or one for each supporting document? What if I align a supporting document to more than one learning statement?
Each supporting document that you have identified needing an SOP form will have its own SOP form. If you have 9 documents that don't have your name on them, you will have 9 SOP forms.

Let's say you have a form for your *ABC Spreadsheet 2015* document. You use this document to support a learning statement on pages 9, 17, 26, and 31. Use the <u>same</u> SOP form, but separate them using a different row in the table (see below). The statement on page 9 that the *ABC Spreadsheet 2015* supports will be referenced in row 1, the statement from page 17, row 2, and so on.

How do I complete the SOP form?

1. Section A Document/Artifact: Name the primary source document that the form is aligned to.
   For example: ABC Spreadsheet 2015

2. Section B: Complete the chart. *Example in blue italics.*

	Criteria addressed	Application of artifact to criteria	My role in creation /management of artifact	Relevant Dates
Insert the page number of the *first time* the artifact is named in the learning statement document. *Page 9*	Copy the criterion that you align the artifact to. Do <u>not</u> include the learning statement. *Exhibits ability to recognize dilemmas, ambiguity, and a range of problems: proposes a variety of solutions.*	This is where you declare how the support document applies to a "question" or topic in the criterion. Reflect on your learning, the support that is provided by the named support document, and identify a relationship thread that links the criterion, the statement, and the artifact. <mark>Important</mark>: Note that there is no mention of your role in this part of the form. *Do not use the "I" word here*. This part of the form asks for information about the support document only. *The spreadsheet informs our department and senior management of specific time requirements for the training team in order to establish the allotted payroll budget and expenditures to carry out the required training.*	Use this column to describe your role in creating the artifact. You can use "I" here. *I recognized the challenge that senior management had in translating invested training time to production and profits and that they needed some hard facts and figures. I developed this tool to provide them with tracked information to use in forecasting training ROI and to provide real time information.* Additional comments could be along the lines of: *I collaborated with team members to source details from each training area.*	Include dates that apply to the creation and/or use of the artifact. *January 2012 to present*

		The information reduces ambiguity surrounding the ROI for training organizational staff.		
Insert the page number of the *next time* the artifact is named in the learning statement document**.** *Page 17*	The columns here in Row 2 (and the rows that follow) will be filled in the same manner as above.	Insert phrasing specific to the use of the support document related to the criteria listed in the far left column. Do not copy phrasing from previous rows.		
Insert the page number of the *next time* the artifact is named in the learning statement document**.** *Page 22*				
…and so on.				

3. Commentary on outcomes or effectiveness of artifact (if appropriate).

This is where you can include brief but critical information. Declare the success experienced through the use of the artifact or the lack of success and the learning gained from that. Declare other unique experiences realized through the use of the artifact: shared with other institutions, adopted as part of a larger project, included in policy manual, and so on.

Senior management recognized the value of the information and uses the information to forecast every budget. Our internal training team references the content of the report year over year to determine the highest ROI for specific training sessions, and to identify how some training sessions need to be improved upon. Overall, the report has helped our training team become more fiscally effective and more responsive to specific training needs in the organization. The form continues to be used today.