

Preparing the Portfolio for the Middle East Studies Minor Academic Year 2020-2021

Introduction

Students receiving the Middle East Studies Minor are required to submit, by the Spring (or terminal semester) of their Senior year, a portfolio summarizing their work in the field of Middle East Studies. This portfolio is presented to NU-Q Middle East Studies faculty for approval.

Description

A portfolio is a compilation of your work including your writing assignments, multimedia presentations, and/or creative assignments. Your MES portfolio includes your most important work that you have accomplished in qualifying ME coursework. The work could include both individual assignments and group projects, but must be labeled accordingly. You may also include extracurricular engagement with the field during your time at NUQ.

Your portfolio should reflect your interest in Middle East Studies and the learning gained through engaging assignments and projects. We are looking for a reflection about the chosen subject, a development of ideas or experiences through a personalized pattern of growth over your time at NUQ. The portfolio will help you reflect on and speak about the ways you explored Middle East related subjects of your own interest.

Setting up your portfolio

- 1- Write a one- to two-page biographical outline highlighting your interest in Middle East Studies. What broader questions did your study of the Middle East help you answer? You should also reflect on how you might use your acquired knowledge in Middle East Studies in your future career or academic trajectory. What questions remain important for you to answer?
- 2- Collate and label each classroom project or assignment relevant to the Middle East Studies. Review and edit your assignments and projects, if needed. You do not need to include every project you completed in the field, but you should include at least five projects/papers. Please prioritize the projects that were most important to you.
- 3- Write appropriate memos to clarify the relevancy of certain assignments, and your specific contribution to group projects (where appropriate). The memo could also highlight the relation between projects (continuation or cumulative projects). Memos will speak to your personalized pattern of growth through the MES courses. You may even point to ways you collected deeper insights about the same interest outside of the classroom.
- 4- List other Middle East Studies activities you have attended or were involved in (this includes guest lectures attended in NUQ or in the larger community, ME related activities with EC universities, blog posts or articles you wrote with ME focus, documentary produced in non MES courses but with ME focus, etc.)

- 5- Compile your Portfolio Folder, to include the following:
 - a. Cover page (includes full name, name of the program, website address for online portfolios).
 - b. Table of contents (with page numbers and projects labels). Student biographical outline and overview of study in the field.
 - c. Memos (either describing all projects in one narrative, or short paragraphs before each included assignment).
 - d. Assignments and projects (identified as individual or group work). In case of multimedia work, please include a CD or a USB if the file is too large or does not fit into a pdf document.
 - e. One blank page at the end of the document for the committee's remarks.

You may opt for an online digital portfolio. In this case, please send an email with the portfolio website address to the chair of the MES committee.

This portfolio is a personal document that you could use for presentations at professional meetings, internships interviews, job interviews, or graduate studies interviews. We strongly advise that you put extra care in preparing this document. It should be neat and error-free.

Evaluation

You must submit your portfolio to the Middle East Studies committee at least two weeks in advance of your exit interview. The committee chairperson receives the draft and may assign a faculty mentor to help the student's final preparations. The exit interview is normally conducted in groups of students or individually, depending on scheduling. You will be asked to make a brief statement, and then answer questions from the Faculty. Your exit interview may be open to the public. But otherwise, this is not an interrogation and participating students cannot "fail." This is a supportive conversation between faculty and students that centers on student background and aspirations in the field of Middle East Studies. The MES committee reserves the right to waive the exit interview requirement in cases of personal or communal health emergencies, or to conduct the interviews through online videos as appropriate.