



Cloverdale College

Undergraduate division of the Graduate Theological Foundation

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APPLICATION FOR ADMISSION

UNDERGRADUATE PORTFOLIO

As part of Cloverdale College's application process, prospective students are asked to develop an undergraduate portfolio that provides information and documentation of 5 years of post-high school, professional-level experience in a social service ministry or faith community. This experience can include paid employment or volunteer activities. Individuals who define their professional activity as being of service to the improvement and nurture of society and the world community are recognized by the College as being involved in ministry. This definition includes activities in such fields as education, pastoral assignments, chaplaincy, mediation, management, media services, health care and counseling. The College recognizes these 5 years of documented experience as equivalent to the first three years of an undergraduate degree program, and awards 90 credits for this work.

This portion of the application process requires you to reflect upon your professional and personal involvement in your own faith community. It is an opportunity for you to consider and articulate the value of your activities in the wider context of social service for the benefit of a local or global community. In requiring you to document your involvement in your faith community we hope also to reinforce, in your own estimation, the value of the work that you do.

Applicants are asked to write descriptions and details of their previous activities in social service or in their faith community for assessment by the Admissions Committee. For each activity listed in this portfolio, the applicant must include some form of documentation. This can include certificates of completion, transcripts, letters from administrators, religious leaders, references, or simply contact information for an individual who can verify your participation. The undergraduate portfolio should consist of one or more pages of activity details, with accompanying pages of documentation of each activity. The portfolio should be submitted with the application for admission. The portfolio assessment is an integral part of the application process, and it is to the benefit of the applicant to provide as much detailed information as possible. On the following page are examples of entries that can serve as guides as you develop your own undergraduate portfolio.

UNDERGRADUATE PORTFOLIO

The undergraduate portfolio consists of written descriptions of activities in social service or in your faith community and documents that verify your participation in each activity. Please write descriptions of your experiences on a separate piece of paper. Gather documents that verify each activity. Submit this undergraduate portfolio with your application form and other application materials when you apply to Cloverdale College.

Please use the format presented in the following examples when describing your activities.

EXAMPLE:

Position/Title: In-home Patient and Family Volunteer

Dates: Spring 2004-Summer 2004

Venue: Hospice Care, Inc., Madison, Wisconsin

Description of Activities:

In this position, I provided companionship three times a week for 6 hours per visit to a woman with terminal cancer. I cleaned her house, went to the grocery for her, prepared her evening meal, and helped her with daily hygiene. We often had “heart-to-heart” conversations, and I helped her write letters to her children and grandchildren.

Documentation provided:

Certificate of Completion for Hospice Volunteer training program

For further verification please contact Volunteer Coordinator at Hospice Care, Inc., Madison, WI

EXAMPLE:

Position/Title: Assistant to Imam, Teacher

Dates: Fall 2002-2007

Venue: Islamic Cultural Center of New York

Description of Activities:

I assisted the Imam with prayers. I taught classes in Arabic and classes on the Qur’an.

Documentation provided:

Letter of recommendation/confirmation from Imam

Syllabi for classes taught

EXAMPLE:

Position/Title: Member of Finance Committee

Dates: Fall 1995-Spring 1998

Venue: St. Agnes Church, Chatham, Ontario

Description of Activities:

Assisted in preparing yearly budget for parish. Presented suggestions to Parish Pastoral Council and Building and Maintenance Committee regarding financial status of the parish. Attended monthly meetings.

Documentation provided:

Parish newsletter with appointment to finance committee announcement

Letter from Pastor