

Portfolio assignments

OKA program

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# Introduction

Welcome to the portfolio assignment for the OKA program. This assignment is designed to help you deepen your understanding of the course material, apply what you have learned to your own professional practice, and reflect on your learning journey.

### Purpose of the portfolio

The portfolio assignment consists of three parts:

* Vision on supervision and education: Develop a comprehensive vision. This will help you articulate your approach to supervision and education, with a focus on D&I.
* Reflection: Reflect on your experiences and insights gained from the OKA program.
* Evaluation: Evaluate the OKA program and the training days. This will provide valuable feedback for the program.

### What's in it for you?

By engaging in this portfolio assignment, you will:

* Deepen your understanding  
  The process of creating a portfolio allows you to revisit and reinforce the concepts learned during the program, ensuring a deeper comprehension.
* Apply learning to practice  
  You will have the opportunity to apply theoretical knowledge to your own work environment, making the learning experience more relevant and practical.
* Reflect on your growth  
  Reflecting on your learning journey helps you identify areas of strength and areas for improvement, fostering continuous professional development.
* Create a personal vision  
  Developing a vision for supervision and education enables you to articulate your values and approach, which can guide your future professional practice.

### How it works

You will create your portfolio in a Word document. Your portfolio should include three main sections: Vision on supervision and education, Reflection, and Evaluation.

Once your portfolio is complete, email it to the Erasmus MC Academie at [docentprofessionalisering@erasmusmc.nl](mailto:docentprofessionalisering@erasmusmc.nl). The Erasmus MC Academie will assess your portfolio within one month using the assessment document.

# Assignment 1: Vision on supervision and education

### Objective

Develop a comprehensive vision on supervision and education, incorporating Diversity and Inclusion (D&I). This part of the portfolio is designed to help you articulate your approach to supervision and education, demonstrating a deep understanding of the concepts and models discussed during the training days.

### Instructions

Introduction

Begin with a brief introduction that outlines the importance of supervision and education in your professional context. Explain why integrating D&I is crucial in these areas.

Describing your vision

Use the models discussed during the training days to frame your vision. For example: The Culture Map, Situational leadership, Communication styles, and Feedback. Consider the following questions to describe your vision:

* What do you consider to be the key principles of effective supervision and education?
* How do you incorporate D&I into your supervision and education practices?
* How do you define success in supervision and education, and how will you know when you have achieved it?
* How do the models you have learned support your vision?

Application to practice

Provide specific examples of how you will apply your vision in your professional practice. Consider the following questions:

* How will you adapt your supervision style to accommodate diverse cultural backgrounds?
* What strategies will you use to ensure inclusive communication and feedback?
* How will you try to assess the effectiveness of your supervision and education practices?
* What specific actions will you take to support the professional development of the students/PhD candidates you supervise?

Conclusion

Summarize your vision and its significance.

Maximum length: 1000 words.

# Assignment 2: Reflection

### Objective

The objective of this portfolio assignment is to reflect on your personal growth and future strategies.

### Instructions

For this portfolio assignment, you write a reflective reports on Supervision and Diversity & Inclusion (D&I). Use the structure and guidelines below to organize your report.

Describe:

* Impact of supervision and D&I concepts:  
  Analyze how the concepts of supervision and D&I will impact your professional behavior and decision-making. Use examples.
* Personal growth:  
  Reflect on your personal growth in the areas of supervision and D&I throughout the program. Describe what you already did well in the areas of supervision and D&I. Which skills did you learn during the OKA program? What insights gained during the OKA program contributed to your personal and professional growth? Use examples to highlight key moments or turning points that contributed to your personal growth.
* Future strategies:  
  What skills do you still want to develop and how do you plan to achieve that? How will you integrate learned concepts into your future work? Provide a short action plan.

Maximum length: 800 words.

# Assignment 3: Evaluation

Objective

Evaluate the OKA program to provide feedback for future improvements.

### Instructions

Answer the following questions:

* Effectiveness of training days\*  
  How did the training days enhance your understanding of D&I and supervision?  
  What worked well and what could be improved? Use examples.
* Strengths and Weaknesses  
  What were the strengths of the program?  
  What were the weaknesses?
* Suggestions for Improvement  
  What constructive feedback and suggestions do you have for improvement?

\* If you received an exemption for one of the two trainings, describe only the effectiveness of the training you attended. If you received exemptions for both trainings, skip this set of questions.

Maximum length: 400 words.