



STUDENT RESUME & PORTFOLIO GUIDE

Bethany Divinity College and Seminary

NAME _____ SOCIAL SECURITY # _____

Note that each lettered entry has a Portfolio line, which identifies the kind of supporting documents needed in the accompanying Portfolio. This form is to be used for **undergraduate studies only**. *NO credit* is allowed at the graduate level.

EDUCATION
HIGH SCHOOL _____ **CITY & STATE** _____ **DATE COMPLETED** _____

-A- PORTFOLIO: Official transcripts* are required. Foreign diplomats list, preparation notarized.

COLLEGE-UNIVERSITY NAME	CITY AND STATE	Attendance (mon-yr) From / To	Major	Degree Awarded	# of Credits	Documentation in Support	BDC/S use

-B- PORTFOLIO: Certificates and Diplomas(photocopies) are required. Add instructional contact hours.

Technical/Trade/Vocational Schools/Extension	Attendance (mon-yr) From / To	Major	Instructional Contact Hours	# of Credits	Documentation in Support	BDC/S use

-C- PORTFOLIO: Certificates, Transcripts, Diplomas (photocopies). Add hours of preparation.

Home Study Courses, Correspondence Schools	Attendance (mon-yr) From / To	Major	Hours of Preparation	# of Credits	Documentation in Support	BDC/S use

-D- PORTFOLIO: Certificates, Flight Logs, Journals (photocopies). Add supervised logged time in hours.

Apprenticeships, Internships, High Performance responsibility(pilots)	Attendance (mon-yr) From / To	Major	Logged Time	# of Credits	Documentation in Support	BDC/S use

***Official transcripts have the impressed seal of the school and the registrar's signature.**

-E- PORTFOLIO: Letters from Employers, Supervisors, or peers are expected from most recent employment.

	From: Mon -Yr	To: Mon -Yr	EMPLOYER NAME	JOB DESCRIPTION
1				
2				
3				
4				
5				

ON-THE-JOB TRAINING SEMINARS, ETC

-F- PORTFOLIO: Evidence of participation: by assignments, programs, and letters of confirmation. Add supervised time in hours.

TITLE OR DESCRIPTION OF PROGRAM	Total Hours	Date Conducted:	What was the Purpose Of the Program	Documentation in Support

GENERAL LEARNING

-G- PORTFOLIO: Include a statement explaining why credit is justifiable.

Describe non-job related learning experiences that you feel justify college credit. INCLUDE a statement explaining WHY credit is justifiable.	BDC/S use

PASTORAL EXPERIENCE:

Include bi-vocational, part-time and full-time pastorates. List from beginning to most recent.

-H- PORTFOLIO: Include letters of verification from church clerk or official board member.

	NAME OF CHURCH PASTORED AND ADDRESS:	From: Month / Year	From : Month / Year	Total Years	BDC/S use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

OTHER MINISTERIAL EXPERIENCE:

Experience as associate/assistant pastor, minister of music, youth minister, senior adult minister, etc.

-I- PORTFOLIO: Include letters of verification from senior pastors, church clerk, or official board member.

	NAME OF CHURCH PASTORED AND ADDRESS:	From: Month Year	From: Month Year	Total Years	BDC/S use
1					
2					
3					
4					
5					
6					

