



Honours Bachelor of Applied Science in Early Childhood Studies

**Professional Portfolio Guidelines  
Fall 2025**

## Applicant Checklist

**Deadline: May 15, 2025**

Requirements	Deadline Date
<b>2. Official Academic Transcripts and Documents</b>  <input type="checkbox"/> Please refer to your WebAdvisor account to view which documents are required.	<b>May 15, 2025</b>
<b>3. Portfolio</b> (submitted via WebAdvisor)  <input type="checkbox"/> Detailed Résumé <input type="checkbox"/> Professional Statement	<b>May 15, 2025</b>
<b>4. Reference</b> (submitted directly from referee to <a href="mailto:admissions@guelphhumber.ca">admissions@guelphhumber.ca</a> )  <input type="checkbox"/> One Letter of Reference <input type="checkbox"/> One Letter of Reference Form	<b>May 15, 2025</b>

## Guidelines for Submission of the Professional Portfolio

The **Honours Bachelor of Applied Science in Early Childhood Studies** program at the University of Guelph-Humber is designed to recognize the prior learning and employment experience of successful applicants who do not possess a recognized college diploma in ECE from Ontario.

An important aspect through which this is demonstrated is the submission of a professional portfolio providing documentation along three key components:

1. Current detailed Résumé
  - Submitted via WebAdvisor using 'Upload' feature
  - You are encouraged to use size 12 Arial OR Times New Roman font
2. Professional Statement describing key areas of learning and growth from prior educational and work experience
  - Submitted via WebAdvisor using 'Upload' feature
  - Correct English language usage and APA style of documentation are important considerations in assessing the Professional Portfolio.
3. One Letter of Reference
  - Submitted via email to [admissions@guelphhumber.ca](mailto:admissions@guelphhumber.ca) directly from the referee
  - Ensure they include both Letter of Reference and Letter of Reference Form

### Please Note

Queries regarding the completion of this portfolio can be directed to Dr. Nikki Martyn, Chair of Early Childhood Studies at [nikki.martyn@guelphhumber.ca](mailto:nikki.martyn@guelphhumber.ca).

For administrative questions, please contact [admissions@guelphhumber.ca](mailto:admissions@guelphhumber.ca).

# 1. Professional Résumé

Submit a current detailed Résumé chronicling the following:

## 1. Education

- College and university programs either fully or partially completed.
- Credential awarded or in progress.

## 2. Employment (all experiences – both Early Childhood related and 'generic') – see example below

- Full time or part time study and/or employment must be indicated. Please distinguish between internship experiences and full-time work after graduation from the Early Childhood Education diploma.
- The duration of each experience must be stated (month/year) in chronological order.
- Bullet point descriptions must be included with your specific roles and responsibilities listed.

## 3. Professional Development (Training, Workshops and Association Memberships)

## 4. Volunteer Experience

## 5. Practica or placements

## 6. Publications / Documents Written

- Although publications and/or documents written are not a requirement of applicants to the degree completion program, applicants are invited to include the details of any articles or documents authored or co-authored.

### EXAMPLE:

ABC Early Learning Center February 2019 – Present

Early Childhood Educator, Toronto, Ontario – 40 hours/week

- Works in the infant room with 25 children from ages 1-4
- Provides educational activities and programming for age development
- Develops progress reports for parents and other stakeholders of the daycare

## 2. Professional Statement

- An Early Childhood professional holds a key role in things that matter - supporting young children and their families. Having a solid understanding of what we do and why we do things is an important aspect of our profession. Reflect on and compose a Professional Statement; a brief narrative (2 pages, 500 words maximum) that captures the essence of your interest in pursuing a University education and your professional experience (professional values and beliefs about teaching and early learning can be included).
- The following can be incorporated into your statement:
  - o Why are you interested in continuing your education?
  - o Why do you believe this program is right for you?
  - o Explain your professional experience, which is relevant to your interest in this program?

If you choose to incorporate references to support your statement, you are encouraged to provide appropriate referencing. Guidelines can be found on the OWL Purdue Online Writing Lab at: <http://owl.english.purdue.edu/owl/resource/560/01/>.

### **3. Letter of Reference**

- An important aspect of this portfolio is the appraisal and recommendation of the applicant by professionals directly connected to his/her employment experience. Such professionals are considered to be individuals who know the applicant well enough to provide a realistic appraisal.
- One (1) Letter of Reference must be submitted. Referee should be related to the applicant's employment history (employed for a minimum of one full year). Reference should be from a professional who can speak specifically about your roles, duties and responsibilities within the organization.
- Referee must complete a Letter of Reference Form and a Letter of Reference. The referee should email both documents to [admissions@guelphhumber.ca](mailto:admissions@guelphhumber.ca).

## Letter of Reference Form

### Section A (to be completed by applicant)

<b>Name of Applicant</b>	
<b>UofGH Student Number</b>	

### Section B (to be completed by referee)

I have known the applicant for \_\_\_\_ years \_\_\_\_ months in the following capacity:

\_\_\_\_ (employee or volunteer)

**Please clearly indicate your ranking of the applicant according to the competencies below:**

<b>Ranking</b>	<b>Outstanding (upper 5%)</b>	<b>Above Average (upper 20%)</b>	<b>Average (upper 50%)</b>	<b>Below Average (lower 50%)</b>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding/implementation of age and developmentally appropriate curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- > Please include a one-page letter providing further detail regarding your association with the applicant and his/her capabilities as a professional supporting young children and families.
- > The letter must be printed on agency letterhead and signed.
- > Submit the Letter of Reference Form and Letter of Reference to [admissions@guelpghumber.ca](mailto:admissions@guelpghumber.ca)

<b>Referee's Last Name:</b>	<b>Referee's First Name:</b>
<b>Position:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	<b>Email Address:</b>
<b>Referee's Signature:</b>	<b>Date (mm/dd/yyyy):</b>