

The applicant's portfolio should consist of, where relevant:

- a. reviews of her/his books, performances, shows, tapes, etc.
- b. a bibliography of published work in refereed periodicals, anthologies, etc.
- c. details of scholarships, awards, grants gained (eg. prize in a national or international fiction contest, Canada Council grant, etc.)
- d. details of assignments in editing books, conducting musical performances, curating art shows, directing plays, etc.
- e. evidence of community projects on the part of the applicant, related to the portfolio work or experience (eg. participation in a "Performers in the Schools" programme; regional coordinator, League of Canadian Poets; organizer/volunteer for art therapy workshops in a mental health setting; community activator in a community project on a Reserve)

Where books have been published, the programme may send a standard questionnaire to the publishers to assess whether:

- a. the press was a vanity press or form of self-publication;
- b. the press used external reviewers;
- c. the editorial process involved copy or substantive editing.

Weightings:	3 =	a) addresses learning objectives directly; b) substantial portfolio of significant quality
	2 =	a) addresses objectives directly; b) good quality portfolio
	1 =	a) addresses objectives partially; b) good quality portfolio

Consequently, no applicant will earn complete exemption from qualifying work without a file demonstrating activity of good quality in both academic and extra-academic pursuits.