

Building Your Electronic Portfolio

Element 1: Student Picture

We have found that a photograph is desirable although not mandatory.

Element 2: Cover Letter

Experience shows that it is wise to provide guidance for someone who is reviewing the portfolio. The design used in the Electronic Portfolio may be individual to you and taking the time to explain the construction and choices made demonstrates your understanding and concern for the view. *It is to your benefit to be as clear as possible in this area.*

Element 3: Personal Mission Statement

While the personal mission statement may be presented either verbally or in writing, it should evidence thought and reflection.

Your work is your autograph. This element may be personal, specific and a reflection of your values.

This is a demonstration of your skill in thinking, reflecting, organizing and presenting your thoughts.

Element 4: Professional Mission Statement

Being in the right place at the right time is often a function of having made decisions toward your professional future. Offering your insights on what economic, social and cultural contributions may serve as a reference in determining what job or career path you might pursue.

In addition, as you proceed toward your job/career goal, reflections on what it will take to succeed in your future career will help you to determine what you will need to acquire in the way of attitudes, skills, knowledge and abilities.

Element 5: Presentation Skills

There are two parts to this section. The parts are a team presentation and an individual presentation.

You may select a team experience from any class in which you have had the opportunity to demonstrate your ability to work within that type of environment.

Secondly, an individual presentation is required in which you individually show your skill in communication.

Element 6: General Education Core Skills

In this area, you will be required to demonstrate a series of skills that are a part of every program or curriculum in the institution. While the format of the skill might vary, it is really important that you clearly identify, select and provide evidence.

Element 7: Resume

The resume is an integrating element of the Electronic Portfolio. It is more than job search preparation. The resume is a demonstration of acquired skills but presented in such a way as to show potential purchasers the services you have to offer.

The vast majority of graduates will engage in the sale of services to provide for a standard of living.

This is the area in which you will plan, organize and present your evidence of skill acquisition.

Element 8: Evidence and Supporting Documents

This is the repository area of the Electronic Portfolio. This is a showcase of accomplishments and pursuits, including areas not always directly related to the portfolio requirements. This is your chance to demonstrate presentations that supplement your Electronic Portfolio design.

7 Steps in Creating Your Electronic Portfolio

Step 1: Plan

Planning is the cornerstone of a successful portfolio. With proper planning, it is possible to reduce the amount of time and effort required to produce a superior electronic portfolio.

Make a list of the areas in which you will need assistance. Coordinate the list with the resources that will help you get the job done.

Above all do not delay in getting started. Remember, this is your self-marketing tool.

Step 2: Review Electronic Portfolio Requirements

This section is where you will work on the 8 Elements required to build your EP Workbook.

Make sure that each element is clearly identified and addressed. Do not take for granted that others are able to understand your portfolio.

Always keep the target audience in mind.

Step 3: Review Supporting Resources—Make Appointments

Selected areas of the college are prepared to assist you in preparing a professional portfolio. Areas such as the Career Planning and Placement Center will assist you in developing a resume and a mock interview.

It is important that you schedule some time with them to benefit from the services that they offer. Equally important is the necessity for you to be organized and to cooperate with the service area that is attempting to help you. Remember that last-minute efforts will often lead to problems.

Step 4: Review Personal Files

Throughout your college experience, you will acquire—or perhaps already have been acquiring **knowledge, skills, attitudes and ability**.

The learning exposure has required you to demonstrate these elements in a variety of experiences. The experiences might include writings, presentations and performances, along with individual and team projects.

Select the best out of the inventory of experiences that represent you. Include them in audio, video or written format in your presentation.

Step 5: Consider the Format

Creativity is encouraged in selecting a format but only to enhance the presentation, not complicate it.

In PowerPoint you will have a number of decisions that you will need to make. The best way to get started is to become familiar with PowerPoint and do a general review of the program.

Step 6: Review the PowerPoint Design to Use

The format presently in use as the vehicle for the Student Electronic Portfolio is Microsoft PowerPoint. PowerPoint presentations are designed to be viewed either on a computer monitor or projected onto a screen. Since you want the material to be legible and readily understood, it is wise to avoid very small print and the temptation to try putting too much material on one page.

Also avoid trying to “overwhelm” your reader/viewer. Select a small number of examples of your best work or a particularly strong segment of a presentation. Do not simply offer a large number of samples among which you hope the reader/viewer might find something of interest. A focused portfolio demonstrates your organizational and design skills, and the reader/viewer will appreciate that.

In selecting a slide design, be mindful of the discipline or program in which you are enrolled. The slide design should reflect your understanding of the nature of the profession for which you are preparing.

Step 7: Design the Navigation through the Electronic Portfolio

Readers and viewers in today's world are unlikely to proceed through a document or presentation in a totally linear fashion, each page after the last. Therefore, we suggest that you design your portfolio so that readers/viewers can access the various elements and topics as they choose.

By offering a "Contents" or "Index" page from which the reader/viewer can hyperlink to other pages and then return, you create in essence a Web-style "home page." Other pages might serve as similar mini-home pages for specific categories or as directories to linked collections of files and documents.

Your directions will provide a good deal of help in making the review of the EP Workbook a positive experience. Think about "navigation" or how to direct someone through the portfolio.

The point is to make it easier for readers/viewers to use your Electronic Portfolio, giving them a better impression both of it and you!