

Portfolio Development Workshop



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Objectives

- Describe what a portfolio is
- Identify definition and purposes
- Utilize the portfolio process to create a portfolio
 - 5 Steps of Development
 - Plan
 - Gather artifacts
 - Update references, create support materials
 - Buy supplies and assemble portfolio
 - Use in interview
- Describe what an electronic portfolio is and how it is developed and used
- Identify which resources are available to help with electronic portfolio development



What is a portfolio?

- A **container** of evidence: knowledge, skills, achievements
- **Collection** of specifically collected pieces of a person's work
- **Documentation** that shows verification of growth and achievement
- **Communication** of who you are through your experiences and accomplishments

What are some typical purposes?

- Tool for discussion of common goals with peers, instructors, others
- To show evidence of new knowledge and experience
- To show accomplishment of course material
- Track skills you have and also skills you want to acquire
- Bottom line: instead of just talking about yourself from your resume, you can present it

More purposes..

- Learn to recognize your strengths
- Build confidence
- Allows person that interviews you to establish a sense of bonding and rapport



Why should I consider making one now?

- When students graduate, most are faced with the task of applying for jobs or internships. These require extensive written applications that address a series of selection criteria.
- Most students do not begin to document their skills and achievements until the end of their degree. Achievements are forgotten and the evidence is lost.
- Starting a portfolio at the beginning of your degree will help you keep track of what you have achieved. It can also help you focus on your goals and how to attain them.

The Portfolio Process

Step 1: Make A Career Plan

Goals



Planning

Work Philosophy

Step 1 Includes:

- Work Philosophy- Statement of beliefs about yourself and outlook on life in your industry. A personal mission statement.
 - Who you are, why you are pursuing this career, why is it important, how do you envision this field in the future, how you will impact it, and how it will impact you.
- Goals- Make them measurable
 - Example: Begin Dietetics Internship after graduating in Spring of 2008
 - Become a Registered Dietitian by Fall 2009

Step 1 Continued...

- Determine skills acquired and skills needed.
- Skills Acquired:
 - Write down a summary of each activity you participated in. Include the name of the activity, its purpose, and what your role was.
 - Include all of the skills and attributes that were used and developed at that time.
 - What did you learn? What was the most valuable part of this experience?

Step 1 Continued...

- Skills Needed:
 - It is important to obtain as many skills as possible through experience in order to make yourself stand out.
 - A great way to “fill in the blanks” is to obtain various job descriptions for the position you would like to be in.
 - The position descriptions will let you know what the company or organization is looking for in a qualified person.
 - If you are lacking specific skills or experiences, consider finding activities or methods to acquire those skills prior to applying to include in your portfolio and resume.

Skills:

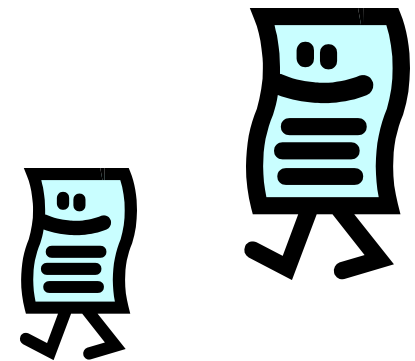
- **Communication:**
 - Oral, written, non-verbal, teamwork, leadership, network
- **Research and inquiry:**
 - Critical thinking, problem solving, analysis, dissemination
- **Ethical, Social, and Professional Understanding:**
 - Responsibility, Understanding, awareness, Sensitivity, empathy
- **Personal and intellectual Autonomy:**
 - Independent learning, self management, organizational, goal oriented

The Portfolio Process



Step 2:

Gather artifacts: work samples, certificates, letters, projects, photos, etc.



Collect Artifacts

- Statement of originality
- Work philosophy
- Career goals
- Brief biography
- Skills area
- Resume
- Work samples
- Class assignments
- Letters of recommendation
- Any articles written
- Works in progress
- Certificates, diplomas, awards, scholarships
- Member affiliations
- Academic plans of study
- Dietetic internship plan
- References



Work Samples

- Order by professional field category (community, clinical, management, food science)
- FCS 301-Writing Sample (one from early in the semester, one from late in semester) and oral presentation PowerPoint/handouts
- FCS 304-Journal, HACCP Analysis Recipe
- FCS 305- Interview with manager/supervisor
- FCS 307-Research Brief
- FCS 321-Meal Plan Assignment

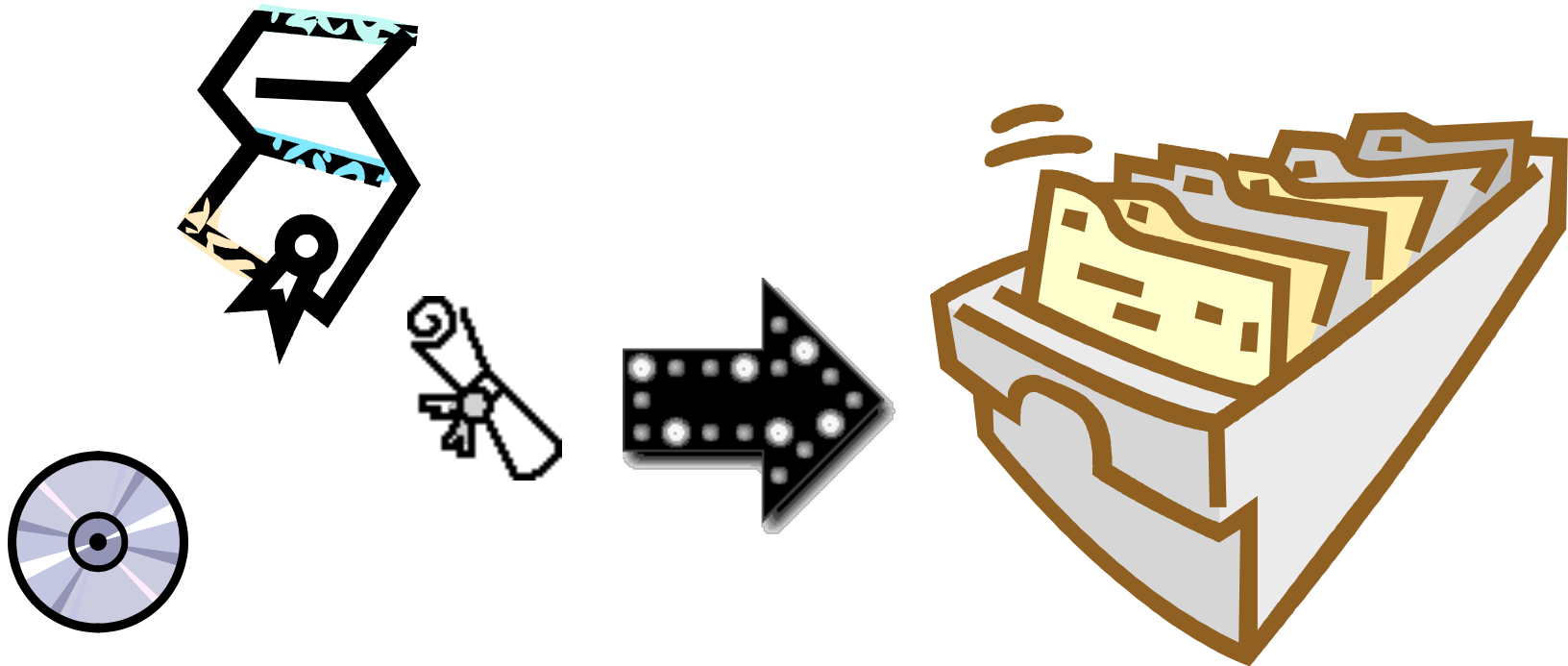


More Work Samples...

- FCS 406-Case Studies
- FCS 407-Nutrition Project Assignment
- FCS 408-Proposal writing assignment
- FCS 494 BEE-3 soap notes (1 initial and 2 follow up from one client, or 2 from one client, 1 from another)



Collect and Organize your Artifacts in a file case



Your Resume

- Use in conjunction with your portfolio
- Use template from MS Word
- Utilize CSUN services
 - <http://www.csun.edu/career/>, 677-2878
 - Resumania is on Wednesday, March 26, 10:30am-11:45am & 12:30pm-2pm and Wednesday, April 30 in the Sierra Center, 2nd Floor Meeting Room
Have your resume critiqued by a professional
- Indicate on the bottom of the last page that you have a portfolio ready for review:

Career Portfolio and References available for review

The Portfolio Process



Step 3:

Update resume and references; create support materials

Support Materials

- Statement of Originality and Confidentiality
 - Placed at beginning of portfolio on cover page
 - States portfolio is your work and should not be copied
 - Template available
- Work sample overview cards
 - Template Available

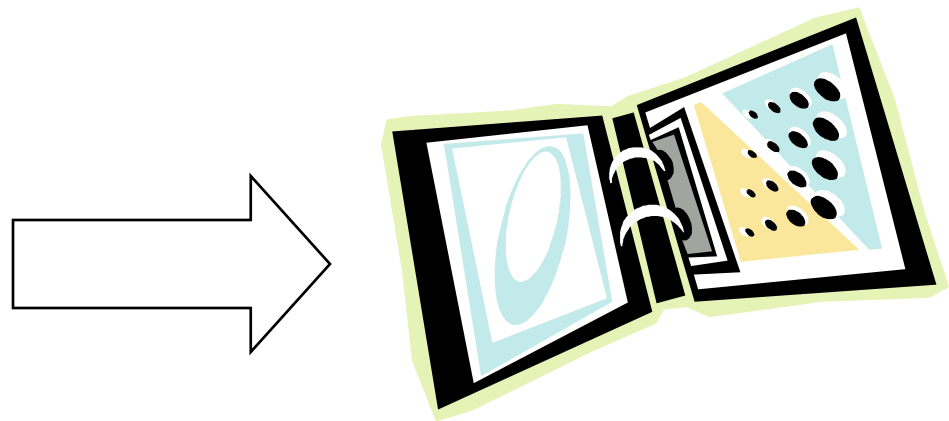
example

Fund-Raising Brochure- Jan 2008

Designed for fund-raising marketing piece-raised \$1,000

Skills: Writing, graphic design, writing, fundraising

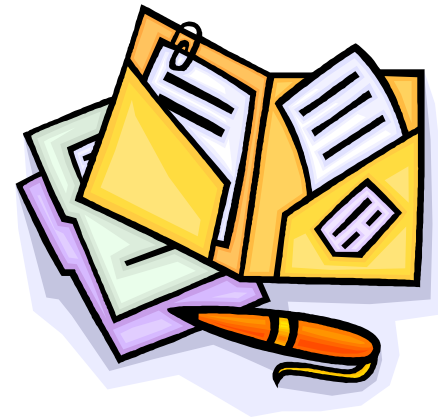
The Portfolio Process



Step 4: Purchase Supplies
and Assemble the Portfolio

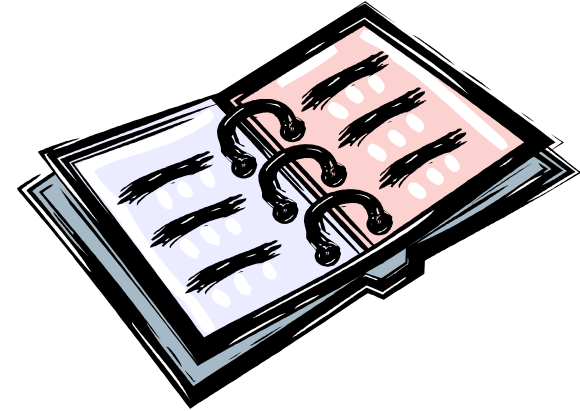
The Portfolio Process

- Getting started materials needed:
 - Plastic file tote or flexible file
 - 3 ring notebook
 - Sheet protectors
 - Tabs, dividers
 - Paper
 - Business card sheets
 - Photo sheet holders
- What is not needed:
 - Tape
 - Staples
 - Paper clips
 - Three hole punch
 - Ink pens



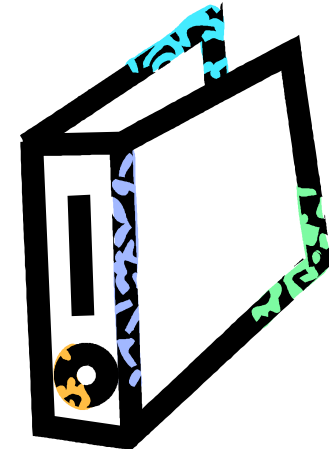
Assembling Your Portfolio

- Work Philosophy and Goals
- Brief Biography
- Resume
- Letters of Recommendation
- Create a tabbed section for work samples
 - Pick 3 or 4 best samples for each tabbed section, put in sheet protector
 - Create an overview card for each sample
 - Order by community, clinical, management, and food science or class categories



Assembling Your Portfolio

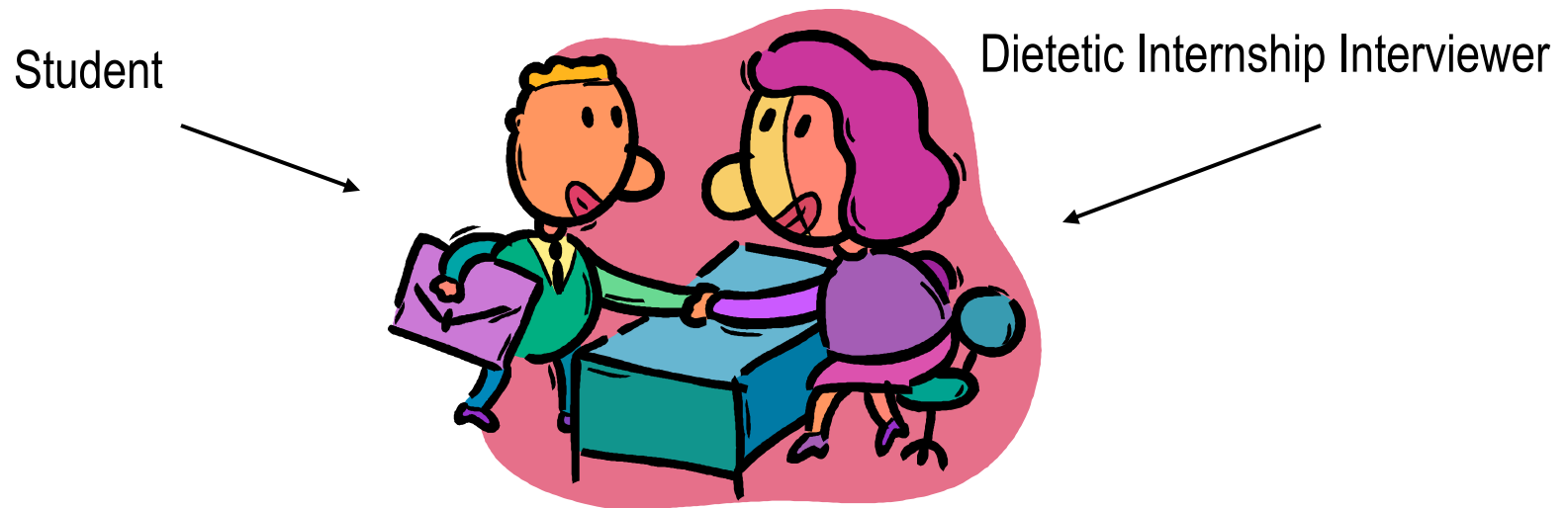
- Certificates, diplomas, degrees
- Community services samples
- Student and professional memberships
- Academic plan of study, internship plan, faculty/employer bios
- Include pictures of participation in events
- References



Assembling Your Portfolio

- Schedule time in your calendar
- Organize your work into skill areas
- Create tabs for each section
- Put all documents into sheet protectors
- Use templates
 - Available from Creating Your Career Portfolio book available on amazon.com
 - <http://office.microsoft.com/enus/templates/>

The Portfolio Process

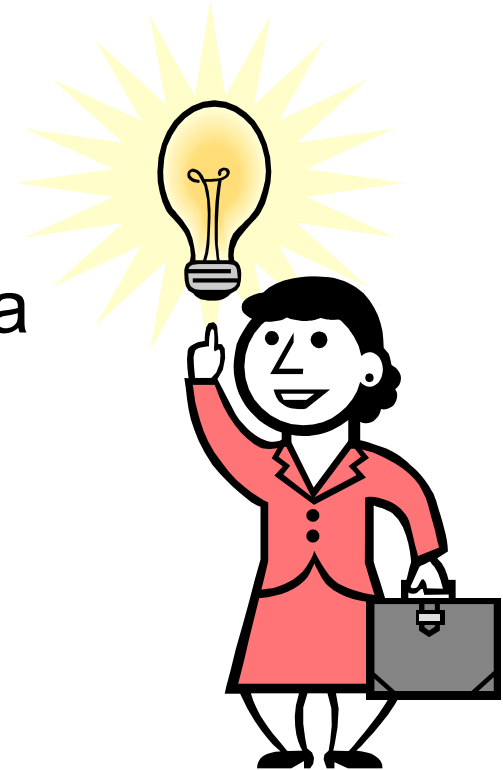


Step 5:

Use it in an interview or review

More Uses for your Portfolio

- Interviewing for a job
- Overview of abilities
- To demonstrate your abilities in a performance review
- To obtain a promotion



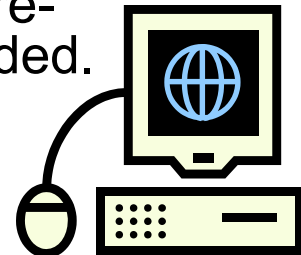
Preparation Tips

- Never put original work in your portfolio
 - Use high quality copies
- Don't be too humble; the portfolio helps you to talk about yourself and your accomplishments
- Pictures
 - Use yourself in action shots
 - Always include a title or summary
- Assemble your portfolio before you need it



The Electronic Portfolio

- An electronic portfolio is a selective and purposeful collection of digital samples of student work.
- This work may be created in digital form, scanned from original hand work or photographs, or captured from a digital camera or video camera.
- Electronic portfolios can be used to profile multiple dimensions to form an authentic assessment of students' academic progress.
- They may be kept on a server, a CD, or the world wide web.
- CD-R (recordable) media can be recorded in multiple sessions and read back on any other CD-ROM drive. CD-RW (re-writable) media can be recorded, erased and re-recorded.



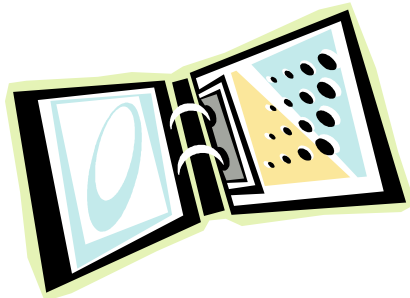
Benefits of an Electronic Portfolio

- Easily portable
- Develop multimedia skills
- Be quickly scanned or searched
- Easy to maintain a large amount of work
- Leave a copy for interviewer to review at a later time
- Provide new and different work samples that supplement your hard copy
- Can personalize it more with videos, graphics, pictures, and sound

Hard Copy vs. Electronic

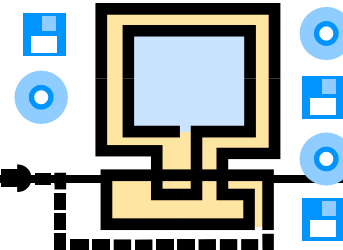
Hard Copy

Necessary to start with
Work better in interviews
More personal
Faster to make changes to



Electronic

Pre-interview
Follow-up after interview
Learn more about you
Technology literacy bonus
Can be presented in
unique ways

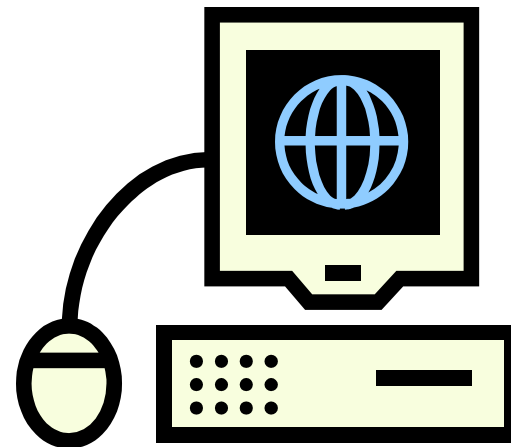


Designing the Electronic Portfolio

- Start with your hard copy
- Decide/Assess - determining needs, goals, audience for the presentation
- Design/Plan - determining content, sequence of the presentation
- Develop - gather and organize multimedia materials to include in the presentation
- Upload your files
- Find a host for your website if using internet
- Maintain your site and update with current samples

Designing Software

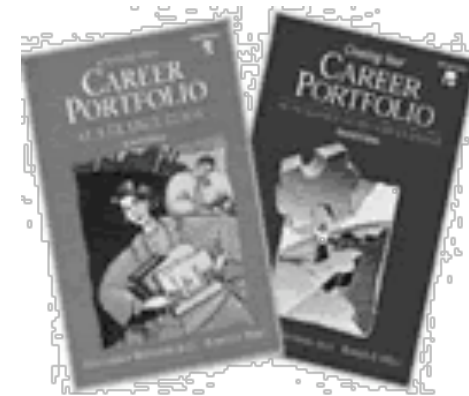
- Microsoft Word
 - Templates available
- Microsoft Publisher
- Microsoft Expression Web
- Microsoft PowerPoint
- Dreamweaver



Templates

e-portfolio directory includes:

- Home Page
- Work Philosophy and Goals
- Resume
- Skills Area pages
- Awards
- Community Service



From: Creating your Career Portfolio: at a glance guide for students

Your Own Free Portfolio Website

- <http://www.tripod.lycos.com/>
- <http://www.freewebspace.net>

Avoid giving out your address, phone number, social security number

Don't give out information/ideas you don't want to see somewhere else

Electronic Portfolios & Resumes

- http://ctl.clayton.edu/cid/tutorials/misc/electronic_portfolios/creating_an_electronic_portfolio_using_PT.htm
- <http://electronicportfolios.com>
 - Click on portfolio templates, click on students
- www.nuritionjobs.com/resources/interview.php
- Hotjobs.yahoo.com/careertools
- www.monster.com

Creating Web Pages

- <http://www.electronicportfolios.com/portfolios/howto/powerpoint.html#1>
 - Click on template.ppt link
- <http://www.electronicportfolios.com/portfolios/howto/wordprocessing.html#1>
 - Click on template.doc

CSUN Technology Training Guides

<http://www.csun.edu/~webteach/>

Summary

- A Portfolio is a purposeful collection of work which can be used and presented in many ways.
- Portfolio Development is a multi Step Process that should be updated regularly.
- Start out with a hard copy portfolio.
- An electronic portfolio is useful in the pre and post interview process.
- There are many resources available for portfolio development.
- Portfolios help you track your professional development and provide evidence for it.

Questions?

Applying for a job at IKEA



References

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