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 (documentation AKA “stuff”)
    - Update references, create support materials
    - Buy supplies and assemble portfolio
    - Prepare for creating one to use in interview
What is a portfolio?

- **Container** (of evidence): knowledge, skills, achievements
- **Collection** specifically collected pieces of one’s work
- **Documentation** verification of growth and achievement
- **Communication** who you are - your experiences & 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 who interviews you to establish a sense of bonding and rapport
### What this one needs for PNC*

<table>
<thead>
<tr>
<th>Contents</th>
<th>Comments</th>
<th>Additional Comments, Explanations</th>
<th>Other</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>Professional: Yes/No</td>
<td></td>
<td></td>
<td>/1</td>
</tr>
<tr>
<td>Statement of Professional Philosophy</td>
<td>Meaningful? Y N</td>
<td></td>
<td></td>
<td>/2</td>
</tr>
<tr>
<td>Grammar and spelling</td>
<td>Excellent Ave Poor</td>
<td></td>
<td></td>
<td>/2</td>
</tr>
<tr>
<td>Presentation of Portfolio</td>
<td>Neat, professional? Y N</td>
<td></td>
<td></td>
<td>/1</td>
</tr>
<tr>
<td>PNC Projects in which you've been involved</td>
<td>You'll list your activities:</td>
<td>In portfolio, provide brief summary of your part in the event.</td>
<td></td>
<td>/1</td>
</tr>
<tr>
<td><em>Student lists all:</em> Name of projects, dates. Use additional paper if necessary.</td>
<td>1.</td>
<td></td>
<td></td>
<td>/5</td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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<td>4.</td>
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<tr>
<td>PNC Case Studies (Include two complete analyses) (not SOAPs)</td>
<td>Appropriate selection? Y N</td>
<td>Clear, including a discussion about why these were chosen? Y N</td>
<td>State the case, tx, outcome, approach, what you'd change, if anything. Y N</td>
<td>/5</td>
</tr>
<tr>
<td>PNC SOAP notes – put copies; do not use patient names. Include ALL.</td>
<td>Complete? Accurate? Appropriate dx?</td>
<td>Calculated total energy correctly (showed work) – Y N</td>
<td>Used proper format (diagnosis (dx); treatment rx, or good attempt; PES</td>
<td>/5</td>
</tr>
<tr>
<td>Handouts – if any – include in portfolio</td>
<td>What brochures, flyers you've created, adapted</td>
<td></td>
<td></td>
<td>/1</td>
</tr>
<tr>
<td>Marketing plan for project, Write out what you did.</td>
<td>Y N</td>
<td>Must describe how you got people involved, enthusiastic</td>
<td></td>
<td>/1</td>
</tr>
<tr>
<td>Number hrs (*Student enters these numbers)</td>
<td>*Counseling hours: _____</td>
<td>*Total PNC hours: _____</td>
<td></td>
<td>/3</td>
</tr>
<tr>
<td>Number patients (*Student enters these numbers)</td>
<td>*Number of new patients: _____</td>
<td>*Number of follow ups: _____</td>
<td></td>
<td>/3</td>
</tr>
</tbody>
</table>

**TOTAL POINTS/SCORE**

| Evaluator's comments: | | | | | |

*Remember: This is for PNC-related projects, documentations only.*
The Portfolio Process

Step 1: Make a Plan
Step 1 Includes:

- Statement of PROFESSIONAL PHILOSOPHY.
  - A personal mission statement (*brief*)
    - Who you are, why this career, why 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
  - E.g. Begin DI after graduating in Fall of 2013
  - Become RD by Fall 2014
Step 1 Continued...

- Determine skills acquired and skills needed.

- Skills Acquired:
  - Write summary of each activity you participated in:
    - Name of the activity, its purpose; YOUR role
  - Include skills and attributes that were used/developed at that time.
  - What did you learn? Most valuable part of this experience?
Step 1 Continued...

- **THOUGHTS:**
  - Obtain as many skills as possible through experience - make yourself **STAND OUT**.
  
  - Great way to *fill in the blanks*: get the experiences for the (DI) you would like to have
  
  - Know what organization (DI) is looking for in qualified person
  
  - Lacking specific skills, experiences? Find ways to acquire those skills before applying
  
  - **Include** in your portfolio and resume.
Skills

- **Communication:**
  - Oral, written, non-verbal, teamwork, leadership; networking

- **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 documentation: projects, SOAP notes, marketing brochures, photos, etc.
Collect and Organize into a File Case
Your Resume

- Use in conjunction with your portfolio
- Use template from MS Word
- Utilize CSUN services
  - The Career Center
    - [http://www.csun.edu/career/](http://www.csun.edu/career/)
    - Resume workshop schedule posted
    - 677-2878

- Indicate on the bottom of the last page of CV that you have a portfolio ready for review:
  
  Portfolio and References available for review
The Portfolio Process

Step 3:

Update resume and references; create support materials – What’s appropriate, what’s not?
Eduational Background

University Degrees
Pepperdine University; Los Angeles, CA.
Family & Consumer Sciences – M.S. (1990)
Concentration: Nutrition/Food Science
California State University Northridge (CSUN), Northridge, CA
UCLA; Los Angeles, CA.

Certifications
Registered Dietitian Portfolio Certification (RD) (2005)
American Dietetic Association/Commission of Dietetic Registration
American Dietetic Association
Registered Dietitian Certification (RD) (1991)
American Dietetic Association/Commission of Dietetic Registration
Registered Dental Assistant/Expanded Functions (RDA/EF) Certification (1979)
American Dental Association
Lifetime Teaching Credential (1971)
UCLA, Los Angeles, CA

Professional Experience

Academic Positions
Assistant Professor (CSUN) (2004-present)
Department of Family and Consumer Sciences, CSUN, Northridge, CA
Guest lecturer (2008) USC Regulatory Science Program, Center for the Health Professions
• How to Speak Vitamins and Minerals in Regulatory Affairs Circles
Guest lecturer (2004-2006) Sports and Fitness Certification Program, UCLA College of Extended Learning, Los Angeles, CA
Visiting Professor (1999-2003) Department of Natural Sciences. Pepperdine University, Malibu, CA

Teaching/Non-Classroom Experience
• Private practice, Registered Dietitian (1991-present)
• San Luis Obispo County Office of Education teacher training: Childhood Obesity and Eating Disorders (2003)
• People-to-People Ambassadorship Educational Exchange ○ Cuba (2003)
○ Lithuania, Russia, Czech Republic (1993)

Consulting Experience
• Consultant to Association for Retarded Citizens (ARC) Enrichment Center (2000-2003)

Courses Taught
California State University Northridge

Pepperdine University

Textbook Contributions

Conference/Workshop Presentations

Grant Proposals
Support Materials

- Statement of Originality and Confidentiality
  - States portfolio is your work and should not be copied

  - Not for PNC
The Portfolio Process

Step 4: Purchase Supplies and assemble the portfolio
The Portfolio Process

- **Getting started materials needed:**
  - 3 ring notebook (1-2”)
  - 3-hole punch
  - Tabs – word processed
  - Paper
  - Photo sheet holders
    - *Only for photos*

- **What is **not** needed:**
  - Tape
  - Staples
  - Paper clips
  - Ink pens
  - Sheet protectors
Assembling Your Portfolio

- Resume
- Personal philosophy

Create a tabbed section for work samples
  - Pick 3 or 4 best samples for each tabbed section, put in sheet protector
  - Include pictures of events in which you participated
  - BE ORGANIZED in assembling
More Uses for Your Portfolio

- Practicing for your non-PNC portfolio
  - Interviewing for a DI (or 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; portfolio helps to talk about yourself and your honest accomplishments

- Photos: PNC-related projects

- Assemble your portfolio before you need it
Summary

- A portfolio: purposeful collection of work: can be used, presented in many ways
- Portfolio Development: multi-step process, needs regular updating
- Many resources available
- Helps you track your professional development and provide evidence.
Questions?
References


