

## **1 The Big Picture**

You will create a web-based educational portfolio to provide a resource to potential employers showcasing your skills. An electronic portfolio is defined as a portfolio that uses electronic technologies, allowing the portfolio developer to collect and organize portfolio evidence/artifacts in many media types, such as audio, video, graphics, text, etc.

With an educational portfolio, you can

- Share your personal philosophy
- State your goals and objectives
- Showcase your programming ability
- Organize aspects of your programming knowledge and evidence
- Demonstrate your growth as a programmer
- Demonstrate the quality of your work
- Reflect on and articulate your knowledge and experience
- Show evidence of your educational goals.

Web-based electronic portfolios have some notable unique advantages, such as:

1. providing a means of storing multiple iterations over time and a mechanism for ease of editing and revisions;
2. providing instant access to various audience from anywhere at any time;
3. providing a structured presentation in which a viewer can choose to move contents from one section to another based on his or her need or preference, etc.

An electronic portfolio will allow you to exhibit proofs of your years-long academic and professional progress and achievement. You may use your electronic portfolio throughout your educational and professional journey. All the evidence, most importantly, is conveniently accessible for long term use. Keep in mind that your web-based portfolio is more than a repository of information. It's a living document you can use to set up alerts and reminders for events, such as certification renewal. Plus, you can use your portfolio to track your educational progress on a roadmap, detailing your experience and expertise.

### **Dazzling prospective employers**

Today, many institutions want to develop and maintain a cultural climate of continuing professional competency. When you seek a job in an organization with such a climate, using your e-portfolio will indicate that you are a "cultural fit" and give you an advantage over those who submit résumés.

**What portfolio is NOT:** A portfolio is not a placeholder for all or random student work. In order to ensure that the portfolio process is educational and that it serves as a way to assess student learning outcomes, be mindful about which artifacts need to be included for what purposes.

You must submit a thorough weekly report via the Moodle link to your instructor. The typed summary report will include examples of your completed work that you stated you would do as listed in your Timeline/Gantt chart. In addition to a typed weekly report, you will submit a video along with your report showing the examples of your completed work.

## 3 Portfolio Template

Keep in mind that your web-based portfolio should incorporate the following as part of your portfolio template:

- Home Page
  - This is your starting page of your portfolio. Please incorporate an appropriate quote about technology.
- About Me Page
  - Current professional photo of you
  - Resume link
    - Your resume (and a good cover letter) is the most important piece of your professional portfolio and an important step on the way to help you **get a job**. This is the first glimpse prospective employers get of you, so you better make it stand out. All of the items you list on this document will serve as a catalyst for the rest of your portfolio. Focus on making it look professional and include certification, education, experience, professional goals and related qualifications. Once you have written your resume then can expand and showcase the items you listed in your portfolio.
  - LinkedIn profile link
  - Personal Philosophy
  - Professional goals
- Contact Page:
  - Your page should contain a form that allows a user to send you a message.
- Table of Contents and/or Index
- Course Descriptions
  - Create a table that lists all your courses: course number and title of course. Provide a link to each course that provides a course description.
- Sample of Course Work **for each** CTI, CSC, CTS, DBA, and WEB course you took at Wayne Community College (to include all formats: audio, video, source code, etc.)
  - Projects
  - Assignments
  - Video Recordings
  - Tutorials
  - Etc.
- Student Education Plan for CP&D Degree (A25590)
- Degrees/Certificates/Awards
  - Although your resume may list your degree, awards and certificates, now is the chance for you to physically show off your accomplishments. In this section of your portfolio, you may want to include a copy of your degree, awards of honor and specialized training certificates.
- Evaluation Page:
  - You must prepare some type of evaluation instrument that one can use to evaluate your finished product(s).
- Reflection