

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Create a Portfolio

### Objectives:

1. Explain what a portfolio is and what it is used for.
2. Determine what is in a good portfolio.
3. Make your own portfolio.

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### MODULE 3E: INFORMATION SHEET

*TO THE STUDENT:* Read and study this information sheet and complete the activities at the end of this module.

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#### What is a Portfolio?

Portfolios help people portray their skills convincingly during an interview, employee evaluation, college admission process, or loan application. In the past, artists, actors, and designers have successfully used portfolios in their search for freelance assignments. Today the temporary nature of most positions forces everyone to re-examine how they view their career. In a sense, everyone works freelance and all can profit from using a portfolio.

The first step is to review your preconceived notions of portfolios. This process begins with three lists wherein you outline possible samples you might include in a professional, personal, and high school portfolio. Then, you are asked to choose one of the three lists to guide you in making your own portfolio. As you review the process, you'll have a better sense of what it takes to make one, the skills you might use, and the content that could prove meaningful.

#### The Personal Portfolio

This kind of portfolios is done “just for you”. It’s like a scrapbook of things that interest you. Perhaps a graduating student would want to create a “yearbook” type of portfolio to sum up the years of public school, an aspiring painter might like to collect photographs of favorite paintings and paint chips that show you which colors to mix.

## Your Professional Portfolio

A professional or expert portfolio might be used in the search for a new employer or customers. Professional portfolios need to be well designed, carefully planned, and presented in an organized and aesthetically pleasing fashion.

Suppose your supervisor called you in and asked that you bring a portfolio of your current work. What would you include? What would a professional portfolio for your job look like? Assume it would be reviewed by peers and supervisors. What would you want to include?

## High School Student Portfolio

The primary purpose of a student portfolio is to demonstrate what has been learned in a given class or across a certain part of your school career. Your portfolio might include samples of a process or procedure you have mastered, an effort you have made, or specific knowledge or skills you have acquired.

Some examples of what might be included in your portfolio are sports, music, hobbies, and computer work. Some of your best work might come from participation in church activities, scouts, art or music groups. Some students demonstrate responsibility at home, pitching in or even playing the role of a surrogate parent, while others hold down part-time jobs.

## Designing your Portfolio

Your portfolio should include the following three elements:

1. Front Matter – includes an introduction and table, acknowledgement, and a table of contents. The table of contents must reflect some kind of organizational scheme. Many people simply organize items chronologically. Other will prefer to group the sample by type of skill or experience. Still others will organize items by common threads of experience or themes in their life. The introduction tells the reader something about the author and gives a brief overview highlighting for the reader the most important things to be found in the portfolio.
2. Middle Part – contains from 5 to 15 samples or artifacts. Each page should include a title, the actual sample or artifact, and some commentary or caption which gives additional detail. If you don't have room on each page for all of this, just put a title by each sample. Then place a title page and background or introductory material before each group of similar samples.
3. Back Matter – summarizes the portfolio experience. It often tells what you learned about yourself in the process of creating the portfolio. This piece is optional in professional portfolios.

Here is an example of what might be put into a portfolio of someone who does technical writing:

1. Cover Letter
2. Contents Page
3. Technical Writing Samples
4. Desktop Publishing Samples
5. Feature Articles That Were Written
6. Letters of Recommendation/References
7. Resume (Include an extra copy of a resume for the interviewer to keep.)

Think of the portfolio as a “selling tool.” It is to sell you and your skills so make it a marketing brochure about yourself.

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**MODULE 3E: STUDENT ACTIVITIES**

*TO THE STUDENT:* Read and study the information sheet and complete the following activities.

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**Activity 1**

List seven to ten things that you might want to include in a portfolio.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



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**MODULE 3E: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania’s Academic Standards for Career Education and Work**

**13.2.11. Career Acquisition (Getting a Job)**

- D. Analyze, revise, and apply an individualized career portfolio to chosen career path.

**Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**

**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- D. Maintain a written record of activities, course work, experience, honors and interests.