

Final Portfolio

This assignment is worth 38% of your seminar grade. It is due the last week of class.

-1 point per day late (unless an extension was negotiated with the instructor in advance)

Assignment Overview & Purpose

Your portfolio is your final project for this class. It is a website that you will develop that impressively showcases your learning, skills, and accomplishments in your internship. In this course, we refer to the internship-related content that you include in your portfolio as “evidence.” You will pre-determine the evidence you are including in your portfolio in your Portfolio Evidence Outline assignment.

Your portfolio can be so much more than a class assignment. A great online professional portfolio could be your foot-in-the-door at an amazing job, or the factor that gets you selected for a competitive fellowship or graduate program, or it could open doors to other professional opportunities, collaborations, or projects. By highlighting your passions, talents, and other work outside your current internship, you will create a more comprehensive and accurate portrayal of your skills and know-how. Therefore, it is suggested, but not required, that you expand beyond the requirements listed below when developing your portfolio content.

Portfolio Format* & Contents

Items in **pink** should be their own page/section on your website. These are your main pages.

Items in **green** should be a subpage off the main page.

- **Homepage:** This page should be an engaging introduction to your portfolio site. Your homepage has two goals:
 1. To draw in the viewer *(through either written content, imagery, or design)*
 2. To express the purpose of the website *(through written content, design, or title/header)*
- **Resume:** Title this page “Resume”
 - Since your portfolio will be online, remove your home address and phone number for your privacy.
 - If you are leaving your internship at the end of this semester, write your internship in past tense.
 - Your resume content should be viewable on your Resume main page (i.e. do not make your visitors download your resume to view it). However, if you would like to make a download available, you are welcome to *also* include a downloadable version.
 - Your technique for adding your resume to your website will be determined by the capabilities of the site builder you choose, your own technical skill, and your aesthetic preference.
- **Internship Experience:** You will determine the title of this page. You may title it broadly (e.g. Counseling Internship) or specifically (e.g. ABC6 Internship).
 - The content on this page is your **Summary of Experience**, which is exactly as it sounds: a (positive) summary of your internship experience. See the [Mock Portfolio](#) for a more [detailed description](#).
 - All your evidence will be subpages off this main page
 - **Evidence (with Evidence Overview)**
 - Your *evidence* is the internship related content you include in your portfolio. This is further described in the Portfolio Evidence Outline assignment description.
 - Your *evidence overview* is 1-2 paragraphs that explain the evidence. This is further detailed in the Mock Portfolio in [Evidence Overview: Content](#) & [Evidence Overview: Format](#)
 - Your required number of evidence sets is based on your field experience credit hours:
 - 3-6 cr = 3 evidence sets | 7-9 cr = 4 evidence sets | 10-12 cr = 5 evidence sets
 - Each evidence set will be its own page
 - Title the page link for each evidence set specifically and concisely (e.g. “Lesson Plan” or “Budget Report”)

- **Additional Content:** If you are choosing to include additional content in your portfolio, be sure to give the content its own main page (and subpages, if applicable) and title it clearly and concisely.

***Format Note:** *For those of you in technical or creative fields: The structured format detailed above is designed to make the portfolio clear and easy to navigate. However, if you feel another format could further showcase your technical, creative, or design skills, you are welcome to propose an alternate format to your internship instructor. All content detailed above is required.*

Portfolio Tips & Notes

- Developing your portfolio will be time consuming; I recommended you work on it each week
- Important: Use a professional email account to create your portfolio and create a professional URL (weblink)
- **Save OFTEN!**
- For me to see your changes to your portfolio-in-progress, you must re-publish each time you make edits
- You are free to find and use *any* site builder that helps you to create a professional portfolio or website. You do not need to choose the ones I listed in class.
- You can find additional technical and design assistance on the help pages of the site builder you choose, as well as video tutorials on YouTube.

Making Your Portfolio Work for You

- With this portfolio, you are strengthening your positive online image. As you apply for professional positions, employers will be conducting online searches of you. This allows them to find a professional product all about you, your talents, and skill sets.
- Add your portfolio URL to your resume, and suddenly, you're more than just a piece of paper! The contents of your portfolio could be very impressive to a potential employer or graduate program.
- You can also link to your portfolio on your professional social media sites, such as LinkedIn.
- You can update and modify your portfolio throughout your entire career! It may be useful for job changes, promotions, or other professional endeavors.