

This assignment focuses on developing and building a hardcopy master portfolio. Begin by reviewing with students the Building a Portfolio handout.

Determining the contents of a master portfolio (20-30 minutes in class):

- As a class, generate a list of discipline appropriate items for a master portfolio. Many ideas are listed on the Building a Portfolio handout, but you may find others are also important to add and some on the list may not be useful for your specific discipline.
- From the discipline specific list created, have each student create an ordered checklist to use as a guide in assembling their own master portfolio.

Assembling the master portfolio (45-60 minutes outside of class):

- Have the students format their list into a draft of their contents page with ordered sections (writing samples, publications, letters, etc.)
- Have the students gather each of the materials on their list and assemble their materials according to their list into a large binder or a file keeping system. Place items in each section most recent to least recent.
- Finalize the contents page, noting each item now included in their master portfolio. Place the contents page in the front of the binder or file system.

Reviewing the contents of the portfolio (20 minutes in class):

- Have student review their master portfolio, noting areas/sections that are complete and others that currently incomplete. For each of the incomplete areas/sections have students set a goal and plan for future completion using the review worksheet.

Using the master portfolio to create an interview portfolio (45-60 minutes outside of class):

- Provide the students with a specific job description, or have them research one they would be interested in applying for in the future.
- Have the students create an interview portfolio by selecting 8-12 items from their master portfolio that would best meet their qualifications and experience for the job position.
- Have each student assemble the chosen materials into a presentation binder/folder that is clearly organized to best reflect their accomplishments.
- In class, give the students each 3-5 minutes to introduce themselves to the class utilizing their interview portfolio (time varies based on size of class).

Building a Portfolio - 2 (capstone level curriculum) provides students with an opportunity to create an electronic portfolio from the master portfolio created in this assignment and to develop a variety of digital presentation portfolios.

