

## Finalizing Your Portfolio

This assignment focuses on developing and building a digital portfolio highlighting the most important experiences from a student's college career.

In Class Session 1 (20-30 minutes in class) -- Determining the contents of a master portfolio:

- 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 that 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 for constructing their portfolio on their own.

Independent Work (45-60 minutes outside of class) -- Assembling the portfolio materials:

- 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, file system, or digital format. 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.

In -Class Session 2 (20 minutes in class) -- Reviewing the contents of the portfolio:

- Have student review their portfolio ideas and materials with another student or group of students in class, noting areas/sections that are complete and others that currently incomplete.
- Assign a final due date for students to be prepared to present a digitized portfolio to the class. These presentations could be anywhere from 5 minutes each to 20 minutes, can be as a whole class or to break out groups if technology allows.

Independent Work (1-5 hours outside of class) Creating a Digital Portfolio:

- Students should now take their materials and create a digital portfolio ultimately for their own professional use, but in the short term they will present their portfolio to class.
- Options vary but students could use: LinkedIn, Wordpress, Portfolium, Prezi, PowerPoint, or many other platforms.

Final Presentations (time varies based on size of class):

- In class, give the students each 3-5 minutes to introduce themselves to the class utilizing their new portfolio.

