

### **Building the Foundation: Your Online Career Portfolio**

You have the opportunity to create an electronic portfolio that you can continue to develop and utilize throughout your years at KSU and beyond graduation. This portfolio should not only be a “home” to your best work, but it should be a place of reflection for who you are and what you are learning.

While your Online Career Portfolio should be unique, there are some standard features that must be a part of the portfolio you develop for this class. They are as follows:

- Minimum tabs are Coursework, Community Service, Employment, Resume and References;
- Coursework tab must contain entries for each of the courses you are taking this semester;
- Coursework should also include two papers from ENGL 1101, two papers/projects/assignments from KSU 1101, and one paper/project from one other course on your schedule;
- Community Service should include an explanation of the service project you performed as part of your KSU 1101 class;
- Employment should provide more detail about the jobs you have listed on your resume;
- Resume should include an actual resume you would be willing to send to a prospective employer; and
- References should include the names and contact information for at least three individuals.

Obviously, you can add additional tabs and materials. I encourage you to be as comprehensive as possible. Please place all of your community service activities from the past couple of years in that section. Talk about any international travel and/or experience you have. Make up custom tabs if there are things you'd like to include in your portfolio that don't have a logical spot.

You will be graded on your ability to thoughtfully complete the required parts of the portfolio, the comprehensiveness of the portfolio, and the professionalism of the portfolio. Please check your work carefully! You do not want typos, misspelled words, and grammar errors to litter your best work.

**PORTFOLIOS ARE DUE TUESDAY, NOV. 28<sup>th</sup>.**