




RCPT 413 Professional Issues Portfolio

Purpose: Highlight accomplishments, skills, and experiences for potential internship and employment supervisors.

Materials to Include:

- Certifications (First Aid, Wilderness First Responder)
- Honors & Awards (Dean's List, Scholarships)
- Professional Memberships (VRPS, ACA, ATRA)
- Letters of Commendation (Thanks, references)
- Newspaper Articles (or other kind of promotion materials)
- Class Projects (programs, grants, research projects)
- Workshop materials (flyers, evaluations, contracts, goals/objectives)
- Photographs (Wilderness Institute, workshops, programs)
- Technology Skills (portfolio from 436)
- Personal Interests (sports, travel, dance)
- Samples of Best Work (writing, evaluations, PowerPoint presentation)
- Information about RU or RCPT

Supplies: Available from any office supply store (OfficeMax, Staples, Wal-Mart, etc.)

	<p>Leather/vinyl portfolio \$25 to \$150</p> <p><i>Make sure it has a three ring binder and at least one pocket for over-sized materials like programs and grants. It's also handy if it zips close so you don't lose things.</i></p>
	<p>Sheet Protectors \$5 to \$10 Binder Pockets \$2 to \$3</p> <p><i>All single-page items should be in a sheet protectors. We recommend Avery Heavyweight Sheet Protectors (archival safe, won't lift print). Binder pockets are also useful for larger items.</i></p>
	<p>Dividers \$1 to \$4</p> <p><i>Your portfolio must have printed (not handwritten) dividers. If you buy tabs that do not attach directly to the sheet protectors, make sure they are extra wide so you can see them.</i></p>
	<p>Extras 29¢ to \$10</p> <p><i>You might want to invest in some cardstock or colorful paper to add interest to your portfolio. (Try not to make it a scrapbook).</i></p>

