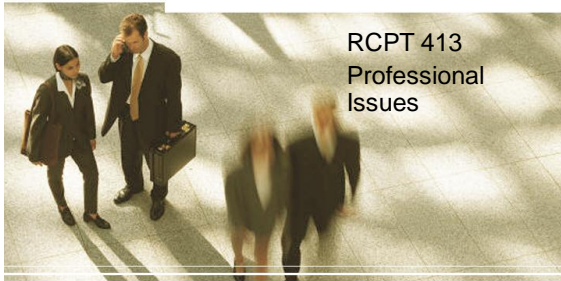


Portfolios



Basic Structure

- Title Page
 - Cover of your resume
 - Personal design (professional but creative)
- Dividers
 - Need to have a printed label
 - May require extra wide dividers
 - Design a consistent format for your title pages but be creative
 - Special paper, graphics, pictures, fonts
 - Helpful hint: place a piece of cardstock behind the first/last page and dividers to prevent tears

Section Headings

- Start with sections from resume and organize materials into piles
- Each pile should have 5-15 items (appx.)
- Subdivide or combine sections as needed
- Determine logical sequence and order
 - Working with two pages at a time (like a book – two sided)
 - Group landscape (orientation) items together

Sections for Grading

- Explanatory Material
 - Stuff you have created to make portfolio easier to access and understand
 - Examples: title pages, tables of content, dividers, narratives, and photographs
- Layout and Professionalism
 - Layout is aesthetically pleasing and consistent; logical flow of material; professional appearance

Grading Continued

- Academic Content
 - Contains sufficient content to demonstrate academic achievements and progress
 - Examples: programs, flyers, evaluations, presentations, facility designs, writing samples, etc.
- Extracurricular Content
 - Distinguish yourself from other RCPT students
 - Examples: work/volunteer experiences, honors and awards, certifications, conferences, memberships, personal interests, travel, publications, etc.

Grade

- 10 points for each area; total of 40 points
- If you do not turn in a portfolio, you will receive an incomplete for the course
- Please turn in on Monday when due immediately before or after class to your respective section professor. Portfolios not turned in immediately before or after class will be considered late.

What if I have too much?

- Don't include materials with a lot of text
- Don't include duplicates or very similar materials
- Condense materials in a creative way
- Choose your best materials and leave the rest out
- Put most materials front to back

What if I don't have enough?

- Beg, borrow, or steal...
 - Class projects, newspapers, photographs, flyers
- Create or Re-Create materials
 - Volunteer experiences, certificates, special events, conferences, work experiences
 - As long as you are honest, you can create materials
- Include title pages from larger documents as place holders
- Expand on areas from your resume

Other items to include

- Extra copy of your resume, goals, and references
- Notepad with prepared questions for interview
- Business cards (optional)
- Information about the internship (optional)
 - You need to be the expert