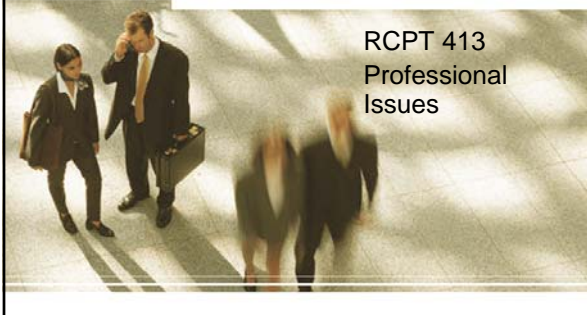


## Portfolios



## 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