STUDENT PORTFOLIO

Why should I have a student portfolio?

As you work through your degree, it is easy to forget your achievements. Each class and experience prepares you for careers and life. Keep track of those so you can reflect on your achievements and express those to potential employers.

What should be in my portfolio?

1. **Title page**

    This page should include your name, address, telephone number, and email address.

2. **Table of Contents**
    A table of contents listing each section of your portfolio and the corresponding page number.

3. **Your resume**
    An updated copy of your resume.

4. **Your degree pathway from the college**

    Include a copy of the degree pathway you are on in college. These are available on the college website. This will show employers exactly what your degree pathway contained. Keeping a copy of this and regularly reviewing it will also help keep you on track with your studies.

5. **Your transcript**

    Your transcript is the evidence that you completed college level courses. This should be updated each term after final grades are submitted.

6. **Course syllabi**

    A course syllabus will show how a class was structured. It also is imperative if you want to transfer credits to another institution. Syllabi should include the course number, name, description, credits, and objectives. Include the course syllabus from your teacher in your portfolio.

7. **Class projects**

    Include the assignment instructions, your work product, and your reflection. This may require you to include a document, images, a web page, a computer program, or a summary of a group activity. Write a short "reflection" on what you learned or achieved in this project and how it would further your professional skills. (The reflection is probably the most important part of this part of the portfolio.) Be proud of your accomplishments big and small. Part of learning is

starting with small activities such as a program that does a simple calculation. Show this learning process to potential employers and to yourself for reflection on what you have achieved.

8. **Earned certifications**

   Many IT programs include preparation for industry certification. Include copies of earned certificates. This shows that you have been tested by a third party providing knowledge in your field.

9. **Community service/student engagement**

   Include activities supporting users in the college Writing Center, taking a field trip to the help desk, attending presentations, collaborating in the Innovation Center to show learning beyond just the classroom.

10. **Extra-curricular activities**

    Track your extra activities, such as being part of the MCT (Mott Computer Technology) Club, being in a gaming club at the college, or any other activities. These activities do not just need to be related to information technology. Activities showing that you are involved, communicate with others, and/or display leadership help explain who you are and that there is more to you than just your skill set. Volunteering at the local festival, being a Boy/Girl Scout, volunteering with a church show initiative and leadership.

How should I format my portfolio?

Your portfolio should have a professional format. This document should be error free, easy to follow, and maintain consistent formatting. A digital copy in PDF format may be helpful for some job applications. You most definitely want a printed copy in a binder to bring with you during job interviews. Never expect to be given access to a computer during an interview. You want it in hand, ready to show your abilities. There are many formats available through a simple web search.

Why is this worth my time and effort?

During a job interview, **your task is to prove you are better than every other candidate**. You need to shine in personality and how it will fit within an organization. You need to prove to be prompt (on-time), polite (use your manners), professional (select your clothes wisely and make sure you are clean), and educated (select your words wisely). You most likely do not have work experience to outshine your competition. Therefore, this portfolio will help you explain how you have the skills necessary and more importantly, the ability to learn. It will show achievements from while you were in college (anybody can just show up for class). It also will show that you are serious about your job search and can be organized. In other words, how could a portfolio *not* be worth your time and effort?