

### **Student Portfolio Assignment**

Think of your portfolio as a marketing tool to market you.

Your student portfolio documents your Walt Disney World College Program experience and highlights your achievements. This portfolio will easily be transformed into a general college experience portfolio as you add to it during your academic career. A portfolio is a record of your accomplishments and will show your ability to properly organize your strengths and provide evidence of your ability to contribute positively to prospective employers.

A portfolio starts as an organized system of files for each category of your portfolio. As you progress through your internship you will collect material that will be valuable to include in your portfolio. With information that you collect try to include a short reflective piece that will further enhance your examples in the various areas. The inclusion of a reflective note into your portfolio will enhance what you learned and will help you develop a deeper understanding of your experience and the interconnections among academics, extracurricular, and career objectives.

It is suggested that your personal site include pages with subheadings such as:

- About Me
  - o resume
- Academics
  - o [Course Example 1]
  - o [Course Example 2]
  - o [Course Example 3...]
- Professional Development
  - o Resume
  - o Internship
  - o Awards Received
- Community (This tab is optional depending on your extent of service to your community)
  - o Extra-Curricular Activities (Could fall under Career Development)

### **ePortfolio Content**

Remember your audience...a potential employer

**Home page** (BANNER, SITE TITLE & TAG LINE, WIDGET TEXT)

- BANNER
  - Use a clean professional image
- SITE TITLE & TAG LINE
  - The site's title includes your name
  - The tag line should be an inspirational quote
- WIDGET TEXT: a personal mission statement is added here
  - Before you write a personal mission statement **think about** the following:

- Know your short and long term goals (1year, 2 years, 5 years, 10 years)
- How will you accomplish your goals?
- Think of your character and values: WHO do YOU want to become?
- What do you do now and what will you continue to do to contribute to your success?
- What quotes, poems, songs inspire you?
- Think about leaders you have admired, what is it exactly you admire?
- Take your time, be thoughtful
- This mission statement will change and develop as you change and develop

### **About Me (PORTFOLIO PAGE)**

- Biography of you as a college student and future industry leader
- PDF of resume

### **Academics (PORTFOLIO PAGE):**

- Include a short reflection of the courses that have been of greatest significance to you academic development (include HMGT and core courses)
- Course examples (SUB CATEGORY OF Academic PORTFOLIO PAGE)
  - Include evidence of your academic abilities and strengths. Possible skills to highlight include critical thinking, communication, initiative and follow-through, technical skills.
  - Supporting documents may include academic projects, papers, activities or assignments.
  - Outstanding examples of your academic accomplishments. Supporting documents may include transcripts, course descriptions, syllabi, sample papers.

### **Professional Development (PORTFOLIO PAGE):**

- Include a short reflection of how you are positioning yourself to be a future industry leader. What decisions are you making, what networking you are doing, what organizations you are joining...
- The following are SUB CATEGORIES of your Professional Development PORTFOLIO PAGE
  - Resume, PDF and text
  - List your internships, include examples of what you learned as an Intern and Supervisor Evaluations (PDF)
    - CP diplomas
  - Examples of your employment experience and what you contributed as an employee, if possible include a Supervisor Evaluation (PDF) or Recommendation (PDF)
- Honors, Awards and Recommendations:
  - Awards received
  - Newspaper or other media coverage
  - Nominations

### **Community (PORTFOLIO PAGE)**

- Club and organization involvement
- Participation in workshops, conferences and retreats
- Volunteer work
- Service-Projects
- Social/Campus activism programs