

ADVANCED ePORTFOLIO PROMPTS

Introduction Page

As you take classes, you grow and change – as a student, as an individual, and as an emerging professional. Your ePortfolio should grow and change along with you. When you approach graduation and/or transfer, it's a good idea to create a new "Advanced" ePortfolio that accurately represents who you are now.

Your "Advanced" or "Capstone" ePortfolio should build on your Introductory ePortfolio. It should, in particular, include all of the course work that you've deposited along the way. You can easily cut, paste, transfer and revise materials from an existing ePortfolio to a new one.

But your Advanced ePortfolio should not just be a bigger version of your Introductory ePortfolio. It should take into account and signal to the viewer the ways that you are different – with new skills and knowledge, and a deeper understanding of your self and your connections to a complex world.

On each page of your Advanced ePortfolio, you will find questions and prompts to help you consider the kinds of information and materials you want to share in this new and more sophisticated ePortfolio. As with the Introductory template, you do not need to answer every question. These questions and prompts are meant to offer you a guide to building your ePortfolio. You will also receive guidance and suggestions from your faculty members, especially the faculty member who teaches the Capstone course in your major.

After you are done writing the text for a particular page, you will want to delete the prompt itself. If you want to review the prompt after it's deleted, it is also available at:

http://www.eportfolio.lagcc.cuny.edu/documents/ADVANCED_ePORTFOLIO_PROMPTS.pdf

Introduction Page: As your ePortfolio grows in size and depth, it's particularly important to guide your viewers through the experience of viewing your ePortfolio. An advanced introduction should give a stronger overview of the parts of your ePortfolio and how they fit together to represent who you are.

You may want to revise the text of this section with these questions in mind: What are now the most important parts of your ePortfolio? Why are they important?

Look at the image and quotation you previously used on this page. Are they right for you now? What images best reflect who you are now? What quotations would be appropriate? What feeling do you want your viewer to get from this page?

Personal Statement

Update these pages to reflect your growth. Here are some issues you might want to address as you revise this page:

- What kind of a person are you now? What are your strengths and weaknesses? What are your future ambitions and goals?
- What special talents do you have? How are you creative? Give examples.
- Tell a story that shows the kind of person you are. You could recall a time when you took a risk that you now know was the right thing to do. Or you could tell a story about a time you were not successful and what you learned.
- Quote from your previous personal statement and reflect on the growth and changes you've experienced since you've been at LaGuardia.
- In an advanced ePortfolio, you might also want to consider linking a snapshot of the previous version of this page, so that viewers can see the ways you have grown and changed.

My Inspirations (sub-page in this section)

You might want to update this page to reflect your new thinking about who you are and who you want to become. Are there new inspirations in your life? How have your ideas about your previous inspirations changed? What would you want to change or add to this page?

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My LaGuardia Journey: (sub-page in this section)

Now that you've taken more classes, rewrite the story of your LaGuardia experiences and how they're affecting you. Here are some questions to consider:

- How has your college experience changed since your first semester? What would you say are the different phases of your experience as a student?
- What are your biggest challenges and successes at LaGuardia? What part of your LaGuardia experience are you most proud of?
- How have your professors, classmates, and others helped you to succeed? What skills and knowledge did you develop to help you become a more successful student?
- Has learning digital tools and building your ePortfolio helped you to be a better student? What have you learned about yourself through your ePortfolio?

My Educational & Career Goals

As you work on your advanced ePortfolio, look back at your initial Educational and Career Goals section and think about how you and your thinking have changed over the course of your time at LaGuardia. Are your goals the same? How have they evolved or deepened? What could you say differently to better communicate something important about your career and educational goals?

If you plan to go on to advanced education, you will now want to pay particular attention to your statements about Transfer and Advanced Education goals.

What steps do you need to take to launch the transfer process? How are you preparing to succeed at your intended transfer destination? What strengths will you bring with you? What new skills and capacities will you aim to develop as you work towards your Bachelor's degree?

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that viewers can see the ways you have grown and changed.

Here are two LaGuardia resources that might help you as you develop your career and educational plans:

- eCareer Central: <http://www.lagcc.cuny.edu/cdw>
- The Transfer Center: <http://www.lagcc.cuny.edu/transfercenter>

My Achievements

As you create an advanced ePortfolio, we suggest you complete a section called **My Best Work** and make it the landing page for the Achievements section of your ePortfolio.

In **My Best Work**, please spotlight examples of your best academic work at LaGuardia as it illustrates the College's Core Competencies. These five Core Competencies are areas of skill that faculty reinforce in every discipline:

- **Critical Literacy (written communication, critical thinking, and critical reading)** is the ability to read, write, and think about texts in a reflective manner. Developing critical literacy skills helps you to understand and think about the world around you and to investigate societal institutions and issues.
- **Quantitative Reasoning** is the ability to apply mathematical concepts to real-life problems. Developing quantitative reasoning skills helps you to read charts and graphs and use data to consider key questions.
- **Oral Communication** is the effective interpretation, composition, and presentation of information, ideas, and values verbally. Developing oral communications skills helps you to become an effective communicator on-campus, in the work place and in your communities.
- **Research and Information Literacy** is the ability to recognize when information is needed and to locate, evaluate, and use it effectively. Developing research and information literacy skills helps you to understand how to get information and how to use the information you find in responsible and effective ways.
- **Technological Literacy** is the ability to understand and responsibly use technology. Developing technological literacy skills helps you to use technology for a variety of academic and personal purposes.

As you review your LaGuardia education, which projects or coursework stand out as best exemplifying each of these Competencies? Where are your Critical Literacy skills most apparent? Where have you done your best Quantitative Reasoning? Which work best illustrates your aptitude at Oral Communication? Which work best reflects your Research and Information Literacy? And where do you exhibit most clearly your Technological Literacy?

You might think of this section as an academic trophy case for your finest achievements in the classroom. These do not necessarily have to be the work on which you received the highest grades, but the work that *you* believe best captures what you have accomplished.

With each learning artifact, provide a detailed written reflection on why you have selected it and what it reveals about your learning.

Connected Learning (sub-page in this section)

As you move on in your education and your career, people will often ask you to articulate who you are, asking you to essentially summarize how your education and experiences have brought you to a particular point (for example, an employer or a transfer counselor might ask this in an interview). As you near the end of your LaGuardia education, we suggest that you compose a reflective essay on the topic of **Connected Learning**. To start this essay, here are some possible questions to think about:

- What's the dominant theme or metaphor for your education at LaGuardia? What is a common thread that runs through your experiences? As you put your educational experience all together, you want to shape your

experiences for a reader/viewer. So, what is a compelling metaphor for the connections between your classes (both in and outside of your major), your co-curricular activities, and your work and personal life?

- Think back over your education. What was the most influential class you've taken – one that changed the way you think about yourself and about the world? Why was that class important?
- What are the most important experiences you've had in the field—volunteer work, internships and employment, participation in student organizations and activities? What did you gain from your involvement?
- Have you ever used skills or knowledge gained in one class to help you succeed in another? How do your different classes connect? What do they add up to? How are you different as a result of your overall LaGuardia experience?
- How does your major course of study relate to your co-curricular activities? To your work experience? How are they all connected?

Classes & Projects (sub-page in this section)

This section of your ePortfolio focuses on what you're doing and learning. On this page, your Classes and Projects Matrix will help you organize work you're doing in your courses. On the Campus and Community page you can highlight other experiences, such as student clubs and community activities in which you're growing and learning. And on the Resume page, you can build a resume to share with potential employers.

For each class that appears in this matrix, create a page that shows what you studied. Together, these pages are like a digital filing cabinet that provides important details about your learning that goes beyond the course title and the name of the instructor.

As you build these pages, remember that each course page can include:

- The official course description from the LaGuardia Catalog <http://web.laguardia.edu/catalog/Default.aspx>
- A reflection on the course. This could be a description of the course in your own words. What was the most interesting part of it? What was the hardest part? What was the most important thing you learned?
- One or two pieces of work you did in this course (papers, presentations, artwork, webpages, etc.)
- For each piece of work, please include a short reflection on what you learned. You might discuss the challenges you encountered, how you overcame those challenges, and what you might do differently if you were to do the assignment again. You might also explain how the assignment fits within the larger picture of your education at LaGuardia.

Your professors might give you additional ideas about the kinds of reflections they want you to write for a particular course or assignment.

Campus & Community (sub-page in this section)

As you update this section, think about how your activities are changing. How does your involvement reflect your growth as a student and a person?

When you do an internship, you should create a sub-page for it under Campus and Community. On that page, please describe your internship. What did you do? How did it change over time? What skills or knowledge did you use? What did you learn? How did it affect your thinking about your career?

Resume

Note: If you do not want to include your work resume in your ePortfolio at this time, you can easily hide it from view by completing the following steps...

CURRENT RESUME PROMPT:

Your Contact Information First and Last Name Email Address

Objective (optional): What do you want to do? If you include this section it should include a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

Career Highlights / Qualifications (optional): A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets prospective employers know that you have taken the time to create a resume that shows how you are qualified for the job.

Experience: If you don't have extensive work experience, put the Education section here instead. This section of your resume includes your work history. List the companies you have worked for, dates of employment, the positions you held, and a bulleted list of responsibilities and achievements.

Company #1 City, State Dates Worked

Job Title Responsibilities / Achievements Responsibilities / Achievements

Company #2 City, State Dates Worked

Job Title Responsibilities / Achievements Responsibilities / Achievements

Education: *Move this section before the Experience section if you don't have extensive work experience.*

In the education section of your resume, list the colleges you have attended, the dates and any degrees you have achieved, and any special awards and honors you have earned.

College, Degree, Date Awards, Honors, Date

Skills: Include skills related to the position/career field that you are applying for. For example: computer skills, language skills, etc.

References available upon request: Just type the sentence. There is no need to include references on your resume. Rather, have a separate list of references ready to give to employers upon request.

Here are samples of resumes that will help you to compose your own.

a. General Resume - <http://www.jobweb.com/resources/library/samples/sinclairresume.htm>

b. IT Resume - <http://www.freeresumesamples.org/samples/informationtechnology/computerengineer.asp>

c. Business Resume - <http://www.freeresumesamples.org/samples/business/academic.asp>

(format based on samples found at: <http://jobsearch.about.com/od/sampleresumes/a/resumeformat.htm>)

My Connections

Use this page to show how you and your learning are connected to other people, and to the broader world of resources and organizations, information and ideas. This page could have three parts:

1) **My favorite ePortfolios.** Here you might include links to ePortfolios that you admire. You might start by looking at ePortfolios in the LaGuardia Gallery. Pick two that you like and create links to them. For each one, write 2-3 sentences explaining what you like about this ePortfolio, and what you have learned about the person who created it.

You might also want to share a well-developed ePortfolio created by a fellow student in one of your classes. For each link, please explain what's valuable about this ePortfolio. As you take more classes and build more connections at LaGuardia, you'll see more and more ePortfolios. But don't let your list get too long. And we want to discourage you from just linking to your friends' ePortfolios. Make sure that you're highlighting ePortfolios that you feel have real strengths, ones that teach you something.

2) **My Groups and Organizations.** You will probably want to create a short an annotated set of links to organizations and networks you belong to. Does your department or program have a website you can link to? What about professional associations? Student or community groups? For each link, please write 2-3 sentences explaining what this group or site means to you, and why it's important.

3) **My Resources.** You may also have other kinds of favorite websites that provide important information and help you learn. You can create a set of links to these sites. But again, remember, quality is more important than quantity. Be selective. Choose sites that really matter.

For all sites, particularly in categories 2 and 3, make create an annotation. An annotation is a brief description of the website that helps readers to see why it is important to you and possibly useful to them. Please follow the format below when you annotate a website:

1. Name of site:
2. Address (URL):
3. Why do you visit this website? Why is it important?
4. How does this website inform your thinking?
5. What would you like people viewing your Links page to understand about this website?

You may also want to create a thumbnail image for each link. As always, select your images carefully, and think about the messages they communicate to your audience