

INTRODUCTORY ePORTFOLIO PROMPTS

Welcome Page

Welcome to ePortfolio at LaGuardia Community College! On each page of your ePortfolio, you will find questions and prompts to help you think about what kinds of information and materials you want to share. You do not need to answer every question, but these were developed based on the experiences and ePortfolios of LaGuardia students just like you. 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.

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 available at :

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

Welcome Page: This will be the first page viewers see when they open your ePortfolio. It should welcome the viewer and tell them what they will find inside. Remember that you are writing for an audience, so you want to consider who you think will be viewing your ePortfolio and what they need to know. Think of this page as a roadmap to your ePortfolio, highlighting the important stops along the route. You might also think of this as a table of contents, as in a book, indicating what is in each chapter.

Be sure to include on this page your **name** and your **major** at LaGuardia. Other items you might put on this page include:

* **One or more images.** You could insert a photograph or some other image(s) that would welcome viewers. You can also insert a video here and/or elsewhere in the ePortfolio. Here and everywhere, please be sure to choose images and other media carefully, so that they say something important to your viewer about who you are and who you want to be. (If you choose an image that is not your own, please make sure you provide a citation for it. If you use original photography, please let us know that as well!)

* **A favorite quotation.** You could insert a quotation that you like, one that says something important to you. Explain: What does it mean to you? Why is it important? Be sure to include who said or wrote it, and where it comes from.

Overall, as you develop this section, you might think of ways to highlight what makes your ePortfolio particularly interesting, and encourage viewers to explore further. Keep in mind the question: "Why would someone want to see what's in *my* ePortfolio?"

About Me

You can use this section to tell your viewers something about who you are. On this page, you might want to write a

few paragraphs about these topics:

- Who are you? Introduce yourself: provide your name, major, native country (or state or borough), family background. What are your interests and hobbies? What makes you special?
- Where are you from? Talk about the neighborhood or country that you grew up in. What was it like? How did it help shape you into the kind of person you are today?
- Please be aware that if you publish your ePortfolio to the web, this information will be available to anyone. Do not include private information like your full birthday, your home address, or your phone number (You might, however, want to provide more general information, like "I live in Sunnyside, Queens"). Also remember that you always have the option to make your ePortfolio private, visible only to you and your instructors.

My Inspirations (sub-page in this section)

Who or what inspires you? You can use this page to share things or people who have shaped you. Here are some possibilities you could write about and illustrate:

- Who inspires you? Identify people from your life that you admire or look up to. Why are they important? What is it about them that inspires you? What have you learned from them? How have they shaped your life?
- Is there a book, a poem, a song, a film, or a piece of art that has influenced you? A particular societal event or personal experience? How did it change your way of thinking?
- If the person (or book, film, etc.) has a web presence (a website, an ePortfolio, etc.), you might also provide a link here.

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

On this page you'll trace your experiences at LaGuardia. You might start with these questions:

- Why did you decide to attend LaGuardia Community College?
- What do you feel are the biggest challenges about going to college?
- What strengths do you have that will help you to be successful?
- What kind of skills do you need to develop to help you become a successful LaGuardia student?

My Educational & Career Goals

Use this section to focus on where you're heading. (You might draw on work you've done in eCareer as you write.) Start on this page with a summary: What do you hope to accomplish in your life? What is your major? What motivated you to choose this major? Where do you see yourself in five years? Then address these questions in separate paragraphs (or even separate sections of the page).

Career Goals: What career do you plan to pursue and why? What are your interests? How do your interests relate to your chosen career? What are the special abilities, skills and talents you possess? How do your skills relate to your chosen career?

Educational Goals: What are your educational goals? Why did you choose those goals?

Steps Along the Way: What is your specific plan to achieving your educational goals? Are there key steps you need to take along the way (a particular class, a certification, a skill you need to learn)? What are your strategies? List some of the sacrifices you may need to take in order to achieve your future goals.

Transfer & Advanced Education: Are you planning to continue your education after LaGuardia? What college would you like to transfer to? Why? What do you know about this college that makes it attractive? What are the most important requirements for this college? What skills will you need to develop in order to succeed there?

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

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)

This section should detail the things you do outside of the classroom that contribute to the mosaic of who you are as a person. You might choose to write about your involvement in student clubs or activities on campus, community life, church, volunteer work, etc.

You can create a list of the groups you belong to and the activities that are important to you. Your viewer will get a better picture if you also provide at least a brief description of the group or activity, and what you learn or gain by being a part of it.

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