

ASSIGNMENT: PERSONAL PORTFOLIO

Purpose

In this assignment you will revise and update your existing portfolio. Your 'new and improved' portfolio will contain evidence of your knowledge, skills, interests, and achievements related to your co-op experience. Furthermore, you will enrich your portfolio by reflecting upon the employability skills used at your placement. Your portfolio can then be used when going to an interview for a job, apprenticeship, or entrance into a post-secondary program. The items selected for your portfolio should demonstrate that you already possess essential employability skills.

Requirements

- ☞ An appropriate 'container' for the type of occupation explored during co-op, e.g., accordion file.
- ☞ The portfolio must have a cover or title page, a table of contents, labels for each of the five sections, labels for each entry, a brief explanation/reflection for each entry, and a reflection for each of the major sections.
- ☞ The presentation of your portfolio should be as 'professional' looking as possible; e.g., neat, organized, properly edited for spelling and grammar.

How is the portfolio organized? Answer: It should be divided into the following five sections.

1. **Personal information.** Include the following two items:
 - exit resume (which includes your co-op experience)
 - sample cover letter (tailored to a desired or future job)
2. **Academic Skills.** Include **four** of the following items.
 - first aid training certificate
 - tests, assignments, projects, essays, etc. completed at school that relate to the subject(s) associated with the occupation being explored at co-op
 - evidence of job training received at co-op placement
 - report card or transcript depicting courses related to the occupation explored at co-op
 - performance appraisal from employer
 - letter from teacher(s)
 - other certificates of training or achievement that relate to occupation explored at co-op
 - picture or sample of a project you completed outside of school

Also include the following reflection:

- Which academic skills were particularly important to this type of co-op placement?

3. **Personal Management Skills.** Include **four** of the following items:
 - interest, aptitude and personality inventories
 - performance appraisal from co-op employer
 - letter of recommendation from co-op supervisors, teachers, coaches, past/present employers
 - recognition awards (e.g., attendance)

- certificates of achievement and/or participation
- Annual education plan
- personal career plan
- job description that required personal management skills
- 'learning skills' section of report card

Also include the following reflection:

- What personal management skills did I need to use in order to be successful at my co-op placement?

4. **Teamwork Skills.** Include **four** of the following items:

- letter(s) of recommendation from co-op supervisors, present employer
- performance appraisal from co-op supervisor
- letter of recommendation from a teacher
- job description that required team work. Include a memento from workplace (e.g., business card, letterhead, etc.)
- description of an activity that required the use of teamwork. Include sample or photograph.
- documentation of membership in an organization. Include evidence such as photographs, plaques, medals, ribbons, crests, newspaper clippings, letters of appreciation, membership cards or certificates
- 'learning skills' section of report card

Also include the following reflection:

- How have I demonstrated good teamwork skills at my co-op placement?

5. **Additional Information.** Include up to **four** additional items that demonstrate your unique talents and citizenship qualities.

- documentation of leadership in various organizations
- projects which involved a high degree of creativity and originality
- service work
- hobbies, special interests

Also include the following reflection:

- How have I contributed to the betterment of my co-op placement?

Other requirements:

6. A personal reflection must accompany each entry in sections 2 through 5. For each reflection you must explain why you selected the item and how it demonstrates the employability skill.
7. After completing your portfolio write a one-page discussion explaining the benefits of building a portfolio and how you plan to use this portfolio in the near future. Organize your thoughts into well-written paragraphs and submit with your portfolio.

CHECKLIST – PERSONAL PORTFOLIO

F. CONTENT

<p>Personal information. Include the following two items:</p> <ul style="list-style-type: none"><input type="checkbox"/> exit resume (which includes your co-op experience)<input type="checkbox"/> sample cover letter (tailored to a desired or future job)
<p>Academic Skills. Include four items related to co-op experience, occupation and/or related subject area(s) and a reflection for each.</p> <ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ <p><input type="checkbox"/> Reflection: Which academic skills were particularly important to this type of co-op placement?</p>
<p>Personal Management Skills. Include four items related to co-op experience, occupation and/or related subject area(s) and a reflection for each.</p> <ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ <p><input type="checkbox"/> Reflection: What personal management skills did I need to use in order to be successful at my co-op placement?</p>
<p>Teamwork Skills. Include four items related to co-op experience, occupation and/or related subject area(s) and a reflection for each.</p> <ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ <p><input type="checkbox"/> Reflection: How have I demonstrated good teamwork skills at my co-op placement?</p>
<p>Additional Information. Include up to four additional items that demonstrate your unique talents and citizenship qualities.</p> <ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____ <p><input type="checkbox"/> Reflection: How have I contributed to the betterment of my co-op placement?</p>
<p>One-page discussion explaining the benefits of building a portfolio and how you plan to use this portfolio in the near future. <input type="checkbox"/></p>

B. PRESENTATION

- an appropriate 'container' for the type of occupation explored during co-op
- cover or title page
- table of contents
- labels for each of the five sections of the portfolio
- labels for each entry
- 'professional' looking, e.g., neat, organized, properly edited for spelling and grammar