WORK TERM REPORT: 
ONLINE (ELECTRONIC) PORTFOLIO

Your Co-operative Education work term is an experiential opportunity in which you, as the student, are able use your classroom knowledge to engage in a direct “hands-on” experience. As a student completing a 3rd or 4th work term, choosing to complete an Online E-Portfolio may assist you in the next steps you take toward graduation. In lieu of a work term report, you are welcome to choose this assignment.

Online E-Portfolio:

Portfolios are useful when seeking employment, applying to post-secondary programs, applying for awards, or simply reflecting on your professional journey. This assignment will help you summarize your knowledge, skills and experiences, and showcase these in an online portfolio.

Using an online tool such as Mahara, Wix, Weebly or Google Docs, develop a professional electronic portfolio that outlines your accomplishments, work / assignment samples, competencies and career goals. Different than a resume, this will contain many pages and showcase the variety of your accomplishments both in and out of school. You should include outcomes of your work such as things you’ve created (reports, articles, maps, photos, newspaper articles, policy briefs, etc) and external references about you or your work (e.g. articles, reference letters certificates of achievement, transcript, awards), versus just explaining the work you were involved in. Remember, your audience includes future interviewers, professional presentations or graduate school applications so be extra mindful of spelling, grammar, visual presentation and content.

Include in your electronic portfolio:

- Introduction – overview/profile of self, including your strengths/competencies and professional goals
- Table of contents – index to guide readers through your portfolio
- Update to date resume
- 15 - 20 samples of professional outcomes –these can come from a variety of sources including school, work, volunteering, and extra-curricular activities. Always seek permission if you do not ‘own’ the document (e.g. you must get permission from your employer to upload a past work report or a program proposal or photos taking care to never include confidential items).
- Examples may include items such as:
  - Prezie, PowerPoint or other presentations you have made
  - Correspondence or articles you have written
  - Information handouts or brochures you produced
  - Posters and other samples of your written and graphic work
  - School work and work you have completed as part of your work terms (please ensure you remove your student number AND, if part of a group project, identify what aspect of the project you were responsible for)
  - Certificates of achievement (First Aid, Fitness Leadership, NCCP Coaching, lab techniques (WHIMIS, etc.) and others)
  - Certificates of participation or completion (professional development, clubs, events, etc.)
  - Record of your community involvement activities
  - Things you are proud of (newspaper clippings, accomplishments, etc.)
  - Videos, photos or newspaper clippings that showcase an event / activity you played a significant role in

- Volunteering and community service activities: Expand on the information provided in your
résumé about these activities and include training you received, leadership functions, ideas you initiated, difference you made, team projects, accomplishments, and travel undertaken

- Certificates, diplomas and/or letters of commendation: If you have received certificates of appreciation, academic diplomas, course or workshop completion certificates, and/or letters of commendation from work or volunteer supervisors, include either originals or copies. If you are including certifications, include expiry dates

Be prepared to submit the link to your e-portfolio prior to the final due date so that it can be showcased during the poster presentation event upon your return to campus.

You must also complete and sign a Media Release form for this assignment to be accepted. Please contact the EPHE Co-op Program for this document.

FINAL CHECK: as your portfolio will be seen by the general public, ensure that personal identifiers are removed from all aspects of your web site (e.g. phone number, student number, address, email address). Instead, include a ‘contact page’ whereby interested parties can connect with you through the web site.