SUMMARY WORK TERM ASSIGNMENT
E-PORTFOLIO and CAREER ACTION PLAN

Your Co-operative Education work terms are experiential opportunities in which you, as the student, are able use your classroom knowledge to engage in “hands-on” reflective experience. As with your first work term, students submit learning objectives, mid-term and final assessments and participate in site visits. After you complete a second co-op experience, you may choose to complete ONE of 3 reflective summary assignments – 1. work term report; 2. presentation; or 3. E-Portfolio (electronic) and 5 Year Career Plan See below for details.

E-Portfolio:

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

Use an online tool such as Mahara, Wix, Weebly or Google Docs, to 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. Include outcomes of your work and studies such such as: reports, articles, maps, photos, marketing ideas, newspaper articles, policy briefs, etc. and external references about you or your work (e.g. articles, reference letters certificates of achievement, transcript, awards). Your audience includes future interviewers, professional presentations or graduate school applications so be extra mindful of spelling, grammar, visual presentation and content – keep this in mind.

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 – sources include school, work, volunteer, and extra-curricular activities. Always seek permission if you do not ‘own’ the documents or information (e.g. you must get permission from your employer to upload a program proposal, work you did for the organization or photos - taking care to never include confidential items). Examples may include:
  - 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 projects and work you completed (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. - include expiry dates) 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 to 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: certificates of appreciation, course or workshop completion, and/or letters of commendation from work or volunteer supervisors, include either originals or copies.
Some examples can be found at: https://www.uvic.ca/coopandcareer/co-op/info-by-program/other-programs/index.php#acc-exercise-science-physical-and-heal

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.

In addition, please use a ‘contact page’ in your e-portfolio. This ensures your privacy is maintained and you are the person to determine whether or not someone connects directly with you.

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.

Career Action Plan:

A Career Action Plan summarizes your academic learning, skills that you have developed in the workplace and your own personal attributes. It will also help you plan steps that you might take to prepare for a career after graduation. When developing a 3 to 5 year Plan consider the following:

- **Career Goals and Assessments:** Describe overall career goals and what you believe are at least 2 ways to achieve these goals. Describe how the competencies and experiences you have had will help you reach long-term career goals by completing a gap analysis (in relation to your education, experience, skills, and contacts). Assess your strengths and areas needing development and outline action steps to develop these such as additional Co-op work terms, courses, pro-d, professional membership(s), stepping-stone jobs, volunteering, networking, etc.

- **Career Exploration:** List the types of qualifications / certifications / professional memberships you need for your career after graduation (additional training, certification or experiences). Outline options where you can attain these qualifications, the cost of completing these and the benefits you will receive from this additional learning. Complete a market analysis of your career(s) of interest: what jobs are available, salary, description of duties, current postings, requirements to get into the field etc.

- **Action Plan:** Use the SMART model (Specific, Measurable, Attainable, Realistic and within a specific Timeframe) to develop a timeline and action plan for achieving your short and long-term goals. Be specific as to where and when you plan to take these steps. Think of steps you can take immediately and which need a longer time frame to complete. Also outline direct and indirect steps that you’ve already taken towards achieving your career goals.

In addition to the requirements listed above, three of the following should also be completed and included in your Career Action Plan:

1. **Informational Interviews:**
   Conduct Informational Interviews with at least 3 people who are doing work related to your career interest. At least 2 of the people you interview must be outside your immediate network. In 200-300 words per interview describe information from each info interview and discuss how it applies to your current goals – how it may guide your career ideas, steps, etc. In 200 - 300 words compare the interviews – trends/similarities/differences/competing information. Include a list of questions you asked during
each interview.

2. **Linkedin or other Professional Online Account:**
Create a LinkedIn account. Include: Professional photo, at least 10 professional contacts, Summary, Experience - including coop - & work & volunteer if applicable, at least 5 skills, Education, following some relevant organizations, and a written description – at least 300 words - about how you plan to strategically use LinkedIn to advance your career - can include some steps you've already done.

3. **Engagement In and Identification of Networking Opportunities:**
Research and describe at least 3 organized networking opportunities, for example, organizations, events, pro-d opportunities, conferences, associations (how will networking take place at these). Be specific regarding how networking will take place, is membership necessary? Is there an entry fee? If so what does it cost? Once you have identified three networking opportunities, participate in at least two of these and describe your outcomes in 200-300 words.

4. **Updated Resume/Cover Letter For Two Different Jobs:**
Find two different job postings of interest (one could be a career job, and the other could be a more immediate entry level job). Develop a different resume and cover letter for each job. Tailor your documents towards what they’re looking for in each job posting. In the description of your coop(s) and the rest of the documents, make sure that you highlight related technical skills & experience and transferrable skills & experience – and keep the descriptions relevant to the reader.

Some examples can be found at:

Help can be found at:
https://www.uvic.ca/coopandcareer/career/degree/index.php