

WORK TERM REPORT:
ONLINE (ELECTRONIC) PORTFOLIO

Your Co-operative Education work terms are experiential opportunities to use your classroom knowledge in “hands-on” experiences. 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 reflecting on your professional journey. This assignment will help you summarize your knowledge, skills and experiences, and showcase these in an online portfolio.

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 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 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 projects and work you have completed as part of your work terms (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.
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.