

**Collection of Learning Evidence: (A) Samples of College Work, Professional Work, Volunteer Work, International Experiences, Military Work, etc.: (B) Photos, Videos of College Work, Professional Work, Volunteer Work, International Experiences, Military Work, etc.: (C) Narratives of Learning Experiences & Professional Mission Statement – 200 points \_\_\_\_\_**

From *The Complete Graduate: A Workbook for College Seniors*  
*Chapter 1.2 Building Your Reflective Portfolio:*

Your **Collect** section of your *Reflective Portfolio* should contain the following file tabs: (Of course, you can customize your files to better fit your learning history)  
What following sections will you include in your collection of learning evidence?  
Include your ideas, notes, list of sample for the sections that apply to your learning evidence:

**1. Your Professional Mission:** \_\_\_\_\_

- Develop a professional mission statement. Once you have established that, make an action plan to accomplish your goals.
- Develop a Life Plan – 5 Year- 10 Year-Lifetime
- Establish a library for life planning. Some suggested texts are:  
*Seven Habits of Effective People* by Stephen Covey

Consult accompanying Website: <http://franklincovey.com>

For a concise overview of the Seven Habits

Consult: <http://www.jboyett.com/covey.htm>

*Read: Zen and the Art of Making a Living: A Practical Guide to Creative Career Design.* Laurence G. Boldt. (1999). Penguin Putnam, Inc.: New York, New York.

**2. Your Resume/Curriculum Vitae:** \_\_\_\_\_

After completing your *Mapping College Learning* section, writing your resume should be an easier task. The information you list on your resume should all be supported by evidence stored in your reflective portfolio.

- Store copies of your resume as it evolves. This helps you understand your progress.
- Use your college career center for advice on resume design.
- Update your resume on a regular basis. This helps you to have your resume ready when you need it. Over time you will begin to forget all your accomplishments. Tracking your learning history is very important for appreciating yourself and for marketing your talents. Don't undervalue your experience. Remember, you can think about your experience as *transferable skill experience*.

- Select the resume style that best showcases your talents. Consider writing a career profile statement that introduces you in the first item of your resume.
- A Curriculum Vitae (CV) is used in higher education. If you plan on attending graduate school, you should prepare a CV. The typical page length of a CV is from three to ten pages. You provide much more detail of your academic research, presentations and experiences on a CV. You could almost consider it a “mini” *Best of Show Portfolio*. For more information on writing a CV, refer to chapter 4.1 *Is Graduate School for Me?*
- For each entry on your resume, provide evidence in your *Best of Show Portfolio*.
- Consider posting your resume to your school Job-Track Site or their equivalent site.
- Consult our chapter on resume writing included in *Section Three: Time to Start Career-Hunting*; consult the section entitled *The Resume*.

### 3. Life Before College: \_\_\_\_\_

Collect evidence of your learning interests as far back as you can remember. There are not time limits for this file. Many of your interests surface in your childhood. Collect samples of your work, fun, and accomplishments before college. This evidence file can provide an academic road map for you to follow your passions.

- Collect samples of your work from elementary school
- Collect samples of your work from high school
- Collect samples of your community activities

### 4. College Transcripts and a Description of University Courses:

- Get a copy of your official transcript for your reflective portfolio.
- Get a copy of your unofficial transcript
- If you have attended other colleges or universities, get a copy of your transcripts
- Keep a College Catalog for every college you have attended
- Keep all paperwork pertaining to your graduation, i.e. Petition of Graduate, General Education Audit or whatever equivalent paperwork that is required by your university.

*It is essential that track what you studied in college. This helps your remember, provide evidence for others to understand what you have learned, makes great materials when applying for graduate school, is a great source for transferable skills.*

*In this section include the following information about your learning history while in college:*

- **Your Course Descriptions:** write up a summary statement for each course you took while in college. This will help your remember and better explain your skills and knowledge base to others.

- **Your Learning History in the Courses:** *refer to Mapping Your College Learning Experience* to assist in this section of your portfolio.

**5. Course Work Samples and Course Syllabi:** \_\_\_\_\_

Collect samples of written assignment, speech assignments; slide shows, group projects, and research projects. This shows your versatility in content and process in your coursework.

- Include your work in your Academic Discipline
- Include your work in your General Education Courses.
- Include your work in your Elective Course.
- Include your work in Internships and Coop Programs.
- Include your work in Travel Abroad Program.

Your Course Syllabi: useful for tracking your learning history, explaining it to others, and for use in graduate school to underscore your range of study.

**6. Professional Experience and Samples of Work:** \_\_\_\_\_

- **Employment Samples:** Collect samples of your employment experiences. Write your narrative of your work experience if you don't have written samples.
- Include Military Service, Employment, and Entrepreneurial Experiences.
- Track your decisional style and the connection to your work produced. Are you always the team leader? Do you prefer to be a team player? What work was done individually? What was done within groups?
- What work was self-directed? What work was assigned? Did you make deadlines? Track your decisions and concrete samples of the resulting work.

**7. List of References and Letters of Reference:** \_\_\_\_\_

- Keep a current list of references
- Periodically, update your reference list regarding any interviews you will be on. This gives your references a heads up for any upcoming phone or letter request regarding your interview.

- References should be from academic experience, work experience, community service experience, and military experience.

*What is a **letter of reference**?*

A person writes a letter of reference that honors your character and skills.

What is a letter of recommendation?

A person writes a letter for specific opportunity for you, such as employment, military service, graduate school, public service, and scholarships for graduate school or advanced study. Ethos or your Credibility is a great Sales Tool for You! Testimony from a credible source is one of the best methods of assisting others in making important decisions about you.

Aristotle noted that your ethos or credibility is one of the most powerful methods of persuading others, so get those reference letters!

The letters are great for you to read so you can honor your accomplishments!

Ask for letters of reference for your employment supervisors, professors, colleagues, satisfied customers, and community service supervisors. Collecting these letters of reference provide evidence of your character and skills. It takes time to gather these letters put get in the habit of doing so. Also, the people writing your letters then become your list of references.

*When you need **letters of recommendation**, these same people are a great resource.*

- Ask for your reference letters today. People sometimes take a while to produce them.
- Ask for the reference letter in writing. Give guidance as to what you would like address such as character, results of a project, and your skills.
- If a person asks you to write the letter, and says they will sign it, get another reference! That means they really don't know you and when asked about you probably won't remember what was written since you wrote the letter!

Get in the habit of collecting these letters. People retire and quite and then your history is lost. Testimony is great for establishing and supporting your credibility.

**8. Collections of Certificates, Awards, Degrees:** \_\_\_\_\_

*To continue your ethos/credibility story, include samples of certificates, awards, and degrees. If you don't have many, then make a plan to get some.*

- Your Honors: Collect letters from Scholarships, President's List, Dean's List, etc.
- Your Certificates: Technology, First Aid, and Continuing Education
- Your High School Diploma
- Associate Degree Diploma

**9. Your Organizations and Samples of Work:** \_\_\_\_\_

Research current issues in organizational governance on the local, state, regional, national, and international levels. What kind of leadership roles can you take on in this organization?

List the organizations that participated in while in school and/or join an organization that relates to Career/graduate School. Refer to *Section One: Reflecting on Your College Experience*; consult the section on *Benefiting from Your Clubs and Organizations*. Fill out the included assignment in that section which helps you chart the skills you developed from your experiences in student and professional organizations. Import that resulting information to your **Mapping College Learning Experience**, to help you see your big learning picture.

**10. Your Community Service and Samples of Work:** \_\_\_\_\_

- Research the current areas that need volunteers on the local, state, regional, national, and international levels.
- Include volunteer work you have done and/or visit College Volunteer Office and volunteer for a project.

## 11. Your Civic Involvement - *Locally, Nationally, and Globally* and Samples of Work: \_\_\_\_\_

*Are you registered to vote? Have you voted? Do you keep up with the new bills being passed on the local, state, and national? What do you know about the current international treaties and agreements? Are you interested in what lobbyists do for organizations? Would you get involved in petitioning for new laws? What are you doing to ensure that all humans enjoy Earth's resources? How will you be using your education and career for assuring a sustainable world?*

- Consult the local, state, and national areas of the United States Government to stay current on new legislation. A great resource for on legislative activities in the United States is: [http://www.senate.gov/legislative/legis\\_edu.html](http://www.senate.gov/legislative/legis_edu.html)
- Develop a *Civic Engagement Plan of Action* for your **National Citizenship**. Are you interested in local, regional, state, national, and global issues? Make a plan because we need great leaders like you! What local, regional, state, or national issues need new legislation to improve the quality of life for Americans? Consult the Website from the Center for Democracy and Citizenship from the Hubert H. Humphrey Institute of Public Affairs, University of Minnesota: <http://www.publicwork.org/>
- What is your current definition of **Global Citizenship**? Consult the article *Education for Global Citizenship and Social Responsibility* by Julie Andrzejewski and John Alessio, two professors from the University of Vermont. Published on behalf of the John Dewey Monographs, the authors produce a powerful definition of global citizenship, as well as, arguing for the importance of its inclusion in college curriculum. See: <http://www.uvm.edu/~dewey/monographs/glomono.html>
- Students in my senior seminar have confirmed that the Organisation for Economic Development (OCED) is a great resource for tracking global issues in education, agriculture, politics, environment, including academic papers on defining globalization, consult: <http://www.oecd.org>
- Consult the Website of the non-profit organization *Second Nature: Education for Sustainability* for information on using your education and subsequent career to preserve and protect the Earth's resources, thus, guaranteeing a decent quality of life for all humans. See: <http://secondnature.org>

## 12. Skill You Plan on Developing: \_\_\_\_\_

***These are the skills that college graduates should develop while in college. If some of these are works in progress for you, contact your career and technology centers for further training. Most colleges have a wide array of non-credit training in this area.***

- Interviewing skills: Practice your interviewing skills by using your college career center. Collect as much information on interviewing skills as possible. Start an interviewing diary where you record what you learned by going on interviews. Refer to *Section Three: Time to Start Career-Hunting* for tips on the interviewing process.
- Business etiquette: Practice business etiquette by taking seminars provided by your college. Collect information on behavior at conferences, business dining, handshaking, thank-notes, business gifts, and understanding international business etiquette. (See *Business Etiquette Checklist in Section Three: GO: Time to Start Career Hunting*)
- Financial planning: Focus on your personal finances, negotiating salaries and raises, purchasing an auto and/or house, and planning for retirement. Get a credit check of yourself. Develop a budget and stay out of debit. If you are in debt, learn how to get out quickly. Use the variety of sources to help you graduate debt free. Make sure these places are reputable. Guard your credit rating! Refer to *Section Six: Achieving Success in the First-Year*; consult the section on *Becoming Financially Fit* for tips on financial planning.
- Organizational Skills: Analyze your personal, work, and time management skills. Gather information about improving your skills. Collect samples of your great organizational skills. Develop a narrative of your organizational skills that showcase your talents and clearly connect you to the career you want. Refer to *Section Two: Taking Stock: Essential Attributes of the Complete Graduate* consult the chapter 2.1 *Putting Your Organizational Skills to Work for You*.
- Technology Skills: Collect samples of your accomplishments using technology. Continue to get as much training in this area. Consult your college for credit and non-credit training that is offered. Show evidence of your willingness to learn technology. Remember that technology is the new literacy we all need to develop with it! Consider making an electronic portfolio or CD/DVD for your *Best of Show Portfolio*. This is a great way to showcase your technology skills. Refer to suggested readings at the end of this chapter, see the text *Electronic Portfolios: Emerging Practices in Student, Faculty, and Institutional Learning*.
- Transferable Skills: Reflect on your college courses, community service, employment, and internship/co-op experiences. Write a narrative of the skills you have developed in these areas. You will have a rich story to tell when asked “Do you have 2 to 5 years experience in this area?” Refer to *Mapping College Learning Experiences: Viewing Expertise-Understanding Transferable Skills-Triangulating*

*Citizenship and Career-Locally, Nationally, and Globally.* This learning map is located in previous chapter. The learning map is designed to help you chart your learning experience during your time in college and import this learning to your new chapter in life as citizen and professional.

- **Communication Skills:** In most national surveys of employers of college graduates, the number one skill they are seeking is mastering of communication skills. This includes excellent one-on-one skills, presentation skills, group skills, leadership skills, and self-directed skills. Develop these skills! Join Toastmasters! Gather samples of your work that demonstrate your ability in these areas. Make a plan to polish the communication skills that will enhance your success in the world. Refer to *Section Two: Taking Stock*; consult the sections on *People Skills and Team working Skills*, *Public Speaking Survival Kit*, and *Leadership in the New Millennium*.
- **Critical Thinking Skills:** Write a reflection diary on how you make decisions in your personal and professional life. Make a connection between how you make decisions and what type of career settings that would embrace your style. Do you like to make decisions alone, in groups, and/or be accountable to an organization? Would you rather make decisions for your own business? For a corporation? Do you need plenty of time to make a decision? Do you like fast decisions? Consult the research on the connection between your decisional style and types of careers best suited for you. Read the work of Dr. Herbert Simon, Nobel Winner on Decision-Making. His book on *Administrative Decision-Making* is a must of college graduates. Refer to *Section Two: Taking Stock*; consult the section on *Problem Solving and Decision-Making Abilities*.

### **13. Your Interests - Passion and Paycheck Plans: \_\_\_\_\_**

*Passion and Paycheck, is it possible? Can your hobby be your career? Dream your dream? What really attracts you? What would you like to do? Do you want to start your own business?*

- Make a list of what has attracted you since childhood? What hobbies can become your career? Consider a career as an entrepreneur, refer to *Section Five: Are you on the Right Track? Other Post-Graduate Choices*, consult the section *becoming an Entrepreneur*.
- Make a plan for your free time, develop a wellness program, join a book club, and develop connections in your community.
  - Make a concrete plan to explore! Make time to discover your new interests.



**14. Your Plans for Future Education:** \_\_\_\_\_

- Are you considering Graduate School? If so, start researching universities, career options, and funding.
- Are you considering a post-university internship? Some businesses are offering this as an option for new college graduates. Consider researching this possibility to explore new options career wise and educationally.
- Are you considering Continuing Education? If so, in what areas would you like to study? For career development, personal development, or just plain fun?

In conclusion, for some interesting reflective readings to enrich your transitional experience in education I recommend the following:

Connecting higher education and citizenship to ancient Greece, consult:

***On the Origin of Citizenship in Education: Isocrates, Rhetoric, and Kairos***

By Lance Massey, Journal of Public Affairs, Southwest Missouri State University

Consult: <http://cicero.smsu.edu/journal/articles97/massey.html>

***Democracy and Education: An Introduction to the Philosophy of Education***

By John Dewey, first published in 1916, second publishing 1944, The Free Press-Simon & Schuster: New York. Dewey provides a great discussion for the connection between education, citizenship, and career. He discusses that education is about self-development and “experiencing with” others, for learning how to work together as productive citizens. For an online copy of this text produced at Columbia University, consult: <http://www.ilt.columbia.edu/projects/digitexts/dewey/de/contents.html>

***Congratulations! You are now on the road to maintaining your Reflective Portfolio!***

*Honor your history and your future by keeping this a constant process in your life after college.*

**Now that you have completed your *Reflective Portfolio* you should have a concise perspective of your accomplishments and be able to:**

- View Your Expertise Development during College

- ❑ View Your Expertise Development in your Major.
- ❑ View Your Expertise Development in your Employment History
- ❑ View Your Expertise Development in your Community Service Experiences.
- ❑ Record Your Theoretical Learning Development
- ❑ Record Your Skills Learning Development
- ❑ Record Your Work Samples in College, Employment, Military Service, and Community Service
- ❑ Understand and Identify Your Specific Marketable Skills – Academic Major Expertise
- ❑ Understand and Identify Your General Marketable Skills Employers want - Communication Skills, Critical Thinking and Decision-Making, Quantitative Skills, Teamwork Skills, and Technology Skills
- ❑ Triangulate Your Career and Citizenship Goals – Locally, Nationally, Globally
- ❑ Create a Baseline for Your College Portfolio: *Reflective-Private Portfolio* and *Best of Show-Public Portfolio*, which you will be in the next chapter.