

Professional Portfolio

If you want to convince an employer you are a professional qualified for a job, a portfolio can present strong physical evidence of your claims to be a qualified professional. A portfolio helps give an employer a good impression of you and can demonstrate you have the knowledge and skills required for the job. Even after you have been hired, a portfolio can give employers a clearer picture of your work during performance assessments. A portfolio can also help you gain a better understanding of who you want to be as a professional. Essentially, your portfolio becomes a picture of you that others can use to better understand your level of knowledge, skill, and abilities as a professional.

The portfolio series of assignments is a work in progress. Feel free to suggest alterations, additions, or removals to Nick.

Part 1: Goals

Write down a list of 4-7 professional goals you want to achieve in your lifetime. These goals should be long term, not simply “Get a job.” For example, one of your goals might be “To help promote web accessibility standards and improve software support for people with disabilities.” These goals do not all need to relate to software, though at least some of them should. Releasing an album of your music is an example of a goal outside of software development.

Part 2: Past works

Collect a few pieces of past work for each goal that show you are working toward your objectives. For example, a website you designed that follows web accessibility standards, or the sheet music for a song you wrote. UML diagrams, code snippets, UI diagrams (or screenshots), are examples other good documents to include.

Part 3: Resume

If you don't have a resume already, there's no better time to make one (apart from two years ago...). Create a professional resume and put a copy in the front of your portfolio (resume paper optional).

Part 4: Presenting Your Portfolio

For this section, there are now two options:

- A) Organize everything in a nice folder or binder with a section divider for each goal. All style choices are up to you but an employer should be able to look at this and quickly ascertain what your aspirations are and you are working hard to achieve them.

B) Create or update your personal website. This *must* be a real website (facebook profiles, your blog*, other such sites will not count). That is indexed by at least one of the major search engines [Yahoo, Google, or Bing] (include a link showing this in your submission). The site must have a section (separate page/tab/etc) for each of your goals, as well as a main page, some sort of intuitive navigation, and a link to a digital resume. Note that if you choose this option, your website will be graded on its usability and presentation just as a physical portfolio would be. If you choose this option, you must email a link by the end of lab on the day it is due with subject "Portfolio Part 1 Submission".

* If you have a website/blog that you would show an employer, that has the sections listed and content organized in some easy to access way (easy to access is subjective, so be warned, as the grading will be too).

References Used:

Campbell, Cignetti, Melenyzer, Nettles, and Wyman. How to Develop a Professional Portfolio, A Manual for Teachers Second Edition. Allyn and Bacon, Boston, 2001