



Electronic Portfolios: Why Every Advising Professional Should Have One

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Objectives

- o What is a Portfolio?
- o What is an E-Portfolio?
- o What is the difference between a Binder and an E-Portfolio?
- o Why should I have an Advising Portfolio?
- o What do I include, and how do I get started?
- o UVU Advising Portfolio examples



*What Is A
Portfolio?*

Definitions of Portfolio

Dictionary Definition:

- 1) A portable case for holding material, such as loose papers, photographs, or drawings
- 2) The materials collected in such a case, especially when representative of a person's work

Webster's Definition:

"A selection of a student's work (as papers and tests) compiled over a period of time and used for assessing performance or progress"

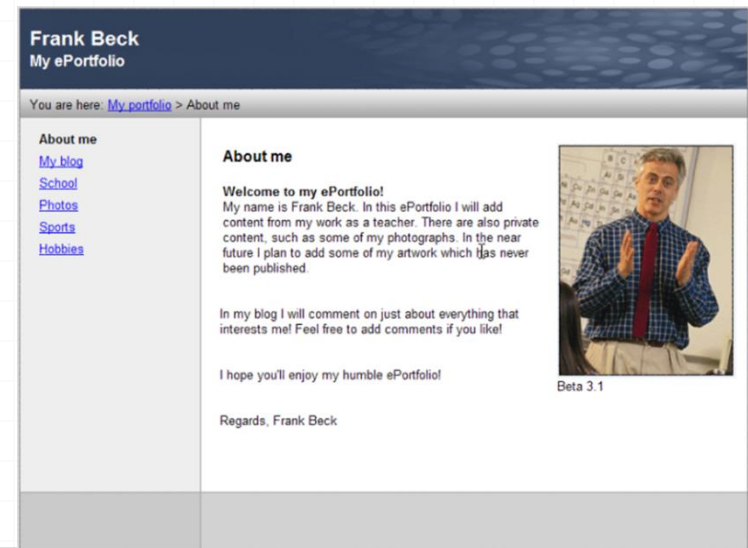
Academic's Definition of Portfolio

“An Academic Portfolio is an organized record of your academic experiences, achievements and professional development over a period of time. It consists of a collection of documents which illustrate the variety and quality of work that you do, along with your reflections on these documents and on your development over time. A portfolio can be kept in a variety of ways: in a folder with sub-sections, in a series of files in your filing cabinet, or in electronic form with a file of supporting documentation.”

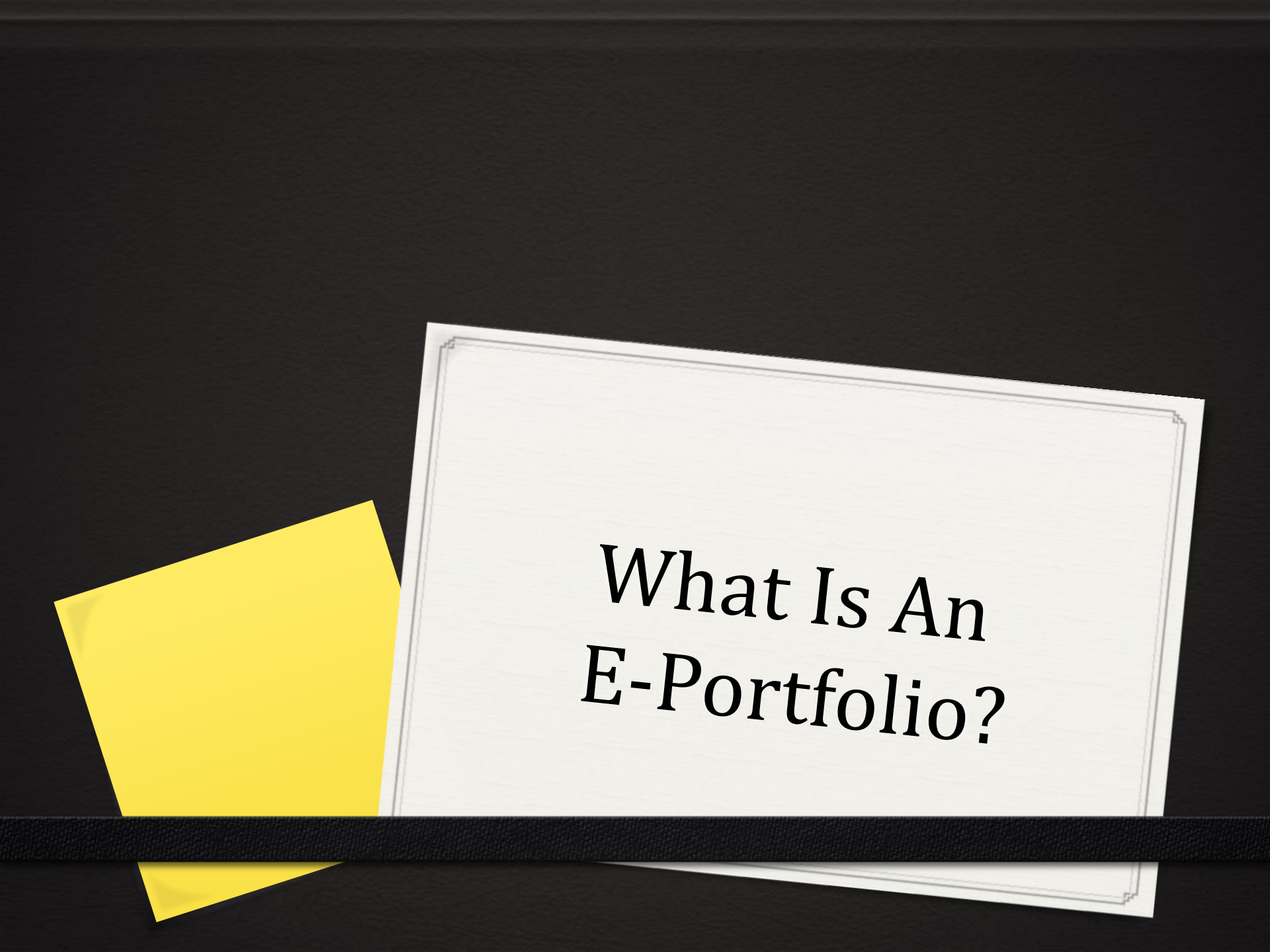
<http://www.neiu.edu/~middle/PortTool/EPortfolio%20Site/Introduction/Definitions.html>

Types of Portfolios

E
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B
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What Is An
E-Portfolio?

E-Portfolios

Electronic Portfolios (e-Portfolios) are personalized, Web-based collections of work, responses to work, and reflections that are used to demonstrate key skills and accomplishments for a variety of contexts and time periods.

E-Portfolios

- o Maintain a dynamic resume of your experiences in life, work, study, and at play
- o Store examples of your achievements
 - o Documents, spreadsheets
 - o Photos, graphics, web pages
- o Create media rich Guest Views to share
 - o Family and friends
 - o Employers, faculty, co-workers and others
- o Showcase your accomplishments

Benefits of E-Portfolios

- Online Access

 - Anywhere with internet

 - Update quickly

- Personable

 - Layout up to you

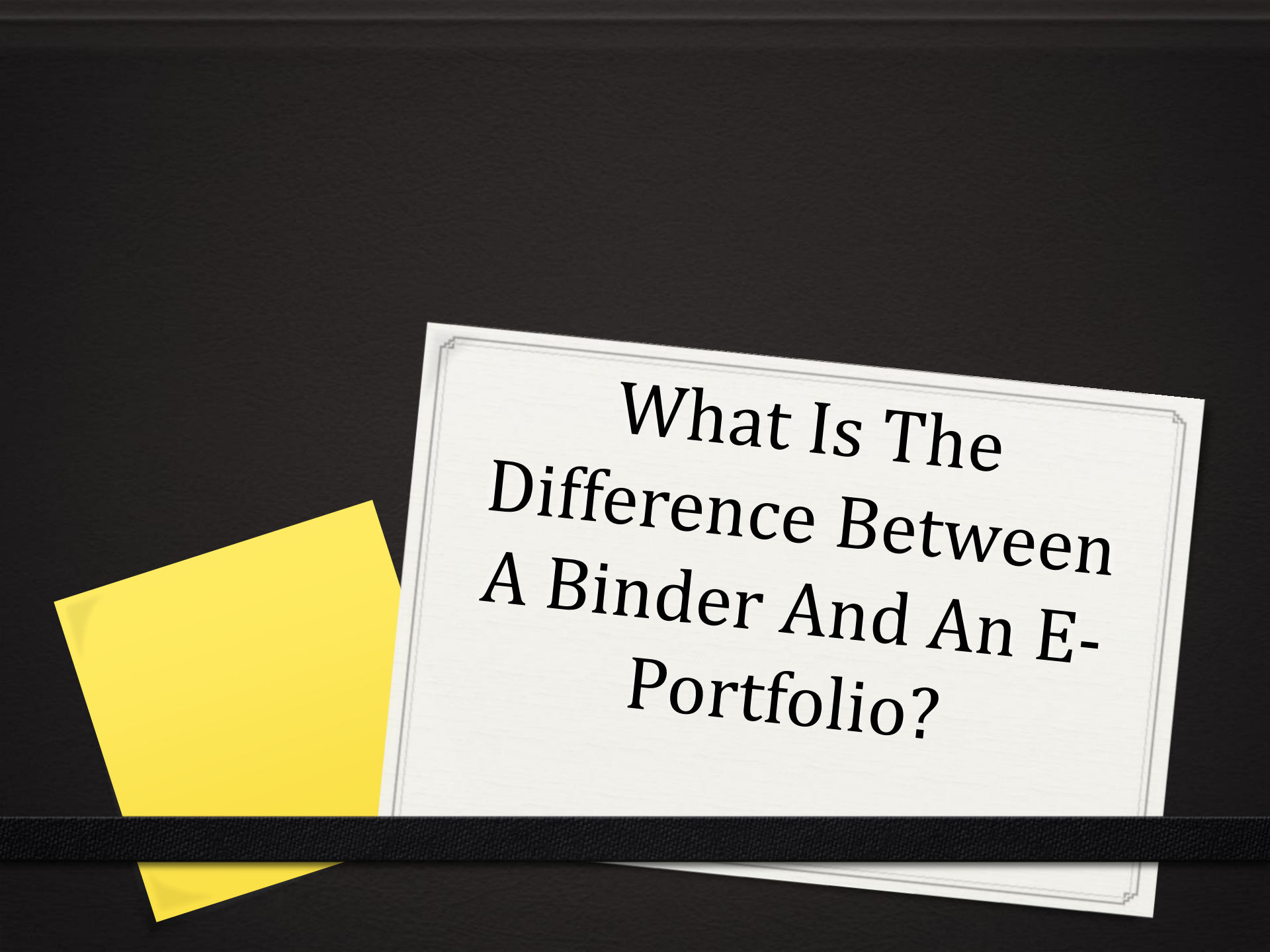
 - Decide what and how to include

- Share with others easily

 - Website

 - Nothing gets lost/stolen

 - Remember who has it



What Is The
Difference Between
A Binder And An E-
Portfolio?

Binder vs. Electronic

Similarities

- o Information
- o Documents
- o Time

DIFFERENCES

- o Cost
 - o Traditional Binder
 - o 3" Binder, paper, sheet protectors, printing
 - o Electronic
 - o Depends on Website, custom options
- o Time
- o Quantity
- o Personal
- o Storage
- o Living



Why Should I
Have An Advising
Portfolio?

Why Every Advising Professional Should Have One

- o “People should introduce themselves digitally in a digital world.” -Anne Gilleran
- o Way to demonstrate your knowledge, skills, experience
- o Networking
- o Job Opportunities
- o Example
- o Reflection

Reflection

- Core benefit of a portfolio
- Enable self awareness, personal and professional growth, and improved advising practices
 - Past, present and future status of advisor
 - Progress towards a goal
 - Strengths/Weaknesses
 - What you've learned from your job
 - Student interaction



What Do I
Include And How
Do I Get Started?

What to Include

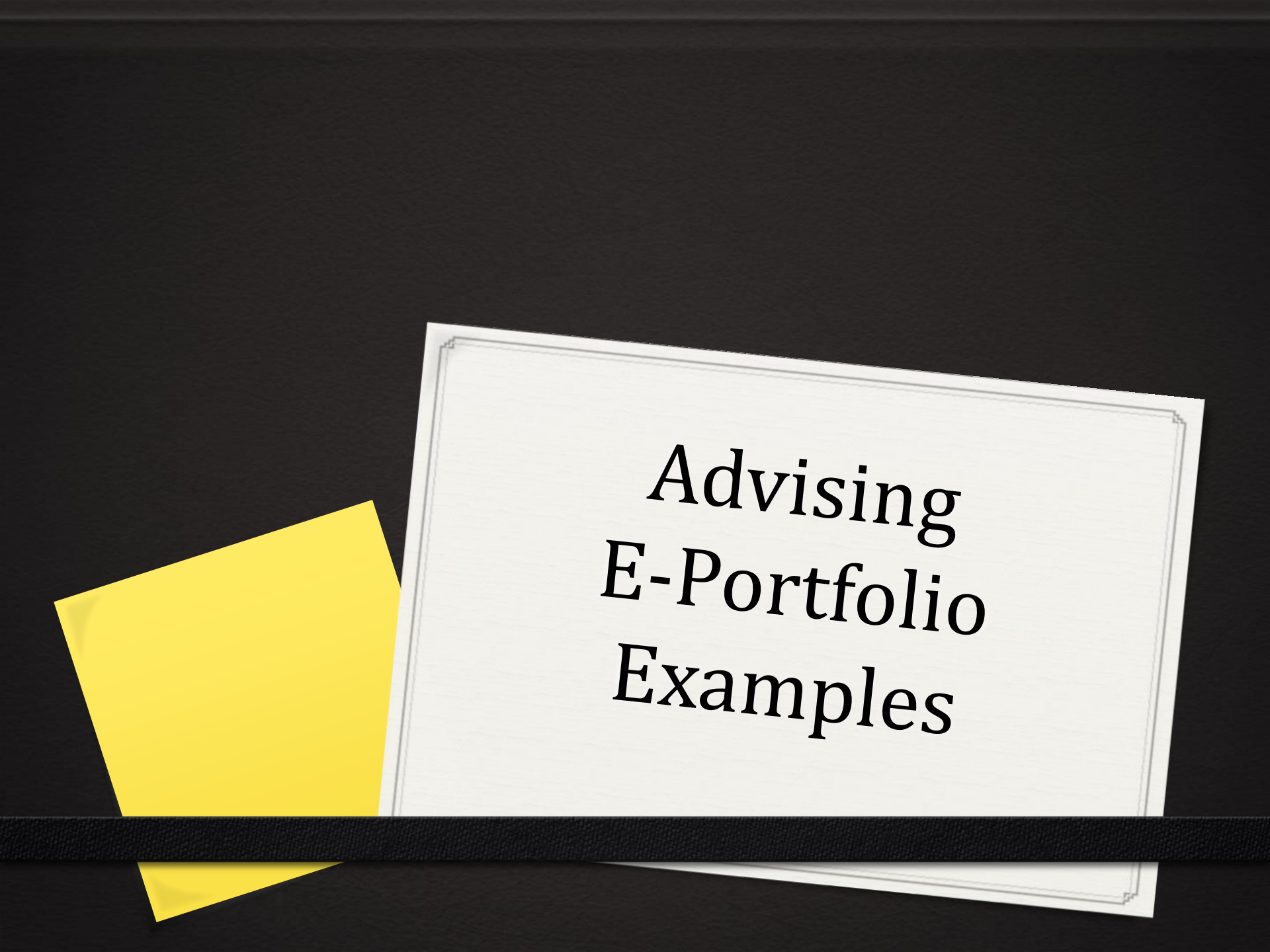
- Advising Philosophy
 - Individual beliefs and experience
 - Fit your institution and advising mission
- Resume/Educational Vitae
- Letters of Recommendation
- Professional Development
- Projects/Accomplishments
- Conferences/Workshops
- Trainings that you have attended
- Awards/Recognitions
- Student Comments and “Thank You’s”
- Departmental/Student Projects

Free Websites

- ◊ Angelfire
- ◊ Behance
- ◊ Carbonmade
- ◊ Cargocollective
- ◊ Coroflot
- ◊ Weebly
- ◊ Wix

Create E-Portfolio using Weebly.com

- o Free
- o Simple
- o Multiple layouts



Advising E-Portfolio Examples

Examples

o Heather

o Lisa

o Shalece

7 Rules to Remember

1. Keep your Objective
2. Stick to simplicity
3. Be sure to provide ease at use
4. Don't overdo it
5. Pay attention to technology
6. Include your contact
7. Power of testimonials

BONUS: BE UNIQUE

Sources

- o www.Merriam-Webster.com
- o <http://www.neiu.edu/~middle/PortTool/EPortfolio%20Site/Introduction/Definitions.html>
- o <http://www.hongkiat.com/blog/creating-professional-portfolio-site/>
- o University of British Columbia Office of Learning Technology