

The purpose of this assignment is to help your supervisor(s) know you as a *person* and not just as a worker or colleague. It is also your opportunity to share your full range of abilities and talents with a broader audience. Some abilities can be highlighted more effectively with a multimedia or multi-page platform (images, creative text, sound, video, etc.) than in a traditional one-page resume. Use this opportunity to show all of the ways that you shine! If you have skills (art, technology, communication, etc.) that you hope to *use and extend* in your workplace, be sure to highlight them in your portfolio, too.

In this document, you will find: (a) [What counts as a talent or ability for portfolio](#); (b) [How you will be graded](#); (c) [Resources to help you create your portfolio](#); (d) [a List of the ISOs addressed by this assignment](#), and (e) [a List of Frequently Asked Questions](#) (updated regularly: check here for answers!).

What counts as a talent or ability? Here are some ideas to get you started:

- COMMUNICATION SKILLS: communicating ideas using more than one language, using technology to communicate with broader audiences, integrating visuals with text to convey richer meanings, learning about your audience to anticipate their needs and reactions; helping people from one language background or community understand messages or texts from another language background or community
- THE ARTS: playing an instrument, singing, writing music, poetry, writing stories, spoken word, dance, theater, painting/drawing, graphic design
- ORGANIZING and LEADERSHIP: leading group assignments/team projects, planning events, organizing and distributing responsibility to a team)
- HELPING/SERVING PEOPLE: teaching, mentoring, coaching, childcare, interpreting/translating
- LIFE & WORK SKILLS: landscaping, cooking, baking, fixing cars or equipment, maintaining a budget or accounts, finding the best discounts/shopping on a budget, fashion, cosmetics, hairstyling
- TECHNOLOGY or MULTIMEDIA SKILLS: posting creatively on social media, computer skills, electronic projects
- ATHLETICS: developing new athletic skills, pursuing strength/speed/excellence in a particular skill, promoting effective teamwork, cross-training
- ADVOCACY: being the voice for self and others, noting inequalities and trying to change systems to make them more equitable, organizing people to push for change, contributing to advocacy organizations or groups that are already underway

Answer these questions to help you identify more talents and abilities:

<ul style="list-style-type: none"> ● How would a member of your family describe you? What would they describe as your strengths within your home context? ● How would your friends describe you? What would they describe as your strengths? 	<ul style="list-style-type: none"> ● When do you feel most confident? What are you DOING when you feel most confident? ● What have been your biggest accomplishments thus far? What abilities did they require from you or develop in you? ● What comes easily to you? 	<ul style="list-style-type: none"> ● How do you want to be known at work? ● What are some skills that you use to fulfill your responsibilities and roles at home? At school? In church? Within your community? With your friends? ● What kinds of things do you enjoy learning?
--	---	--

• What kinds of challenges do you enjoy?	• What is your favorite hobby?	• For what kinds of things do others come to you for help?
--	--------------------------------	--

Content and Focus of Your Portfolio Total 50 pts: Multidimensional___ + Creative___ + Accurate___

Represents you as a talented multidimensional human being. (___ out of 35 pts)

Your portfolio should illustrate abilities and activities that you use across different places and communities. [Some ideas about abilities and talents can be found here.](#)

MINIMAL portfolios (for 24-30 points) must have entries representing at least five different kinds of roles, activities, or talents. Minimal portfolios may have only one item (image, photo, video clip) per entry.

EXCELLENT portfolios (for 30-35 points) will highlight the talents that make you UNIQUE in your roles and activities. **EXAMPLE:** Don't just show that you're a big sister involved in childcare. Illustrate what makes you a *great* big sister. Are you good at balancing trust and authority with children? Do you make boring chores fun for them? If you're "mechanical," what makes you great at fixing things? Your persistence? Your skills at finding the best YouTube tutorials? Your ability to read dense manuals? Help your audience or readers to see *why and how* you're good at the things you do. Excellent portfolios will often have a few different items per entry.

AN ENTRY may include just one thing (a poem, a photo, a video clip), or it may include a few items to give a richer sense of the ability you're trying to represent with it. **EXAMPLE:** If you translate for a family member, your entry may include a photo of a piece of mail that you translated for your mom, an audio or video clip of you explaining to Dad what was just said in that moment on the English TV show, and a screenshot of the smartphone or computer screen where you looked up a word that you needed in your translation.

Reflects effort and creativity. (___ out of 10 pts)

Your portfolio doesn't need to use fancy technology, but it does need to demonstrate consideration for the best ways to illustrate or highlight your abilities and talents *beyond a basic description*. The portfolio should show a side of you and your abilities that a resume cannot capture.

Reflects careful attention to detail and accuracy. (___ out of 5 pts)

Use spell check! Make sure that your final portfolio is formatted in a way that is accessible to your audience. The layout or organization of your portfolio should reflect clear priorities and ideas. (Explain these priorities and ideas in your "Description and Explanation" portion.)

Description and Explanation Total 25 pts: Description___ + Explanation___ + Editing___

Your descriptions and explanations can be via print text or audio/video narration. They can appear in the portfolio alongside each entry, or can be pulled together in the form of a brief introductory essay or monologue that walks the audience/reader through your portfolio from start to finish. Make sure that your descriptions and explanations address all items in the portfolio.

Each entry in the portfolio has a detailed description of what is included. (___ out of 10 pts)

EXAMPLE: If it includes a photo, what is happening in the photo and what was your role in it? If you include song lyrics, a poem, a piece of art, what is the item about, and what was your role in creating, finding, refining, using, or evaluating it? Or, if you're good at using the internet to solve complex household problems, you might include photos of things that stopped working (mom's cell phone, your brother's toy) and webpages where you found the solutions. Your description would describe the problems that mom and brother were having with their items.

Each entry in the portfolio has an explanation of why you chose to include it. (___ out of 10 pts)

EXAMPLE: If you include your own poem, explain how and when you write poetry, and why you included this particular poem. If you collect popular song lyrics that are meaningful to you, explain how you know when a lyric is special for you, how you find the lyrics, and why you included this one. If you solve

household problems with the internet, explain how you found the solutions. What search engine do you use? How do you select and refine search terms? When and where else do you use this skill?

The text or narration must be carefully written and edited.

(___ out of 5 pts)

Resources to help you create your portfolio

You are not required to use one particular format for your portfolio. You must decide on the most appropriate format to demonstrate your analytical and problem-solving skills. Here are several good options for a portfolio. Consult with your supervisor, trusted teachers, coaches, and mentors to help you decide on the best approach and format for you.

PERSONAL WEBSITE. Many students will submit a link to a personal website for their portfolio, since it allows for simple text and images, but also allows for more complex elements like video and audio clips. Some resources for creating a simple personal website can be found here:

- [Wix.com](https://www.wix.com)
- [Google Sites](https://www.google.com/sites/)
- <https://websitesetup.org/>
- <https://globaldigitalcitizen.org/8-free-website-creator-tools>

GOOGLE DOC OR GOOGLE SLIDES. Some students may want to keep it simple by creating a portfolio entirely in google docs or google slides. If your portfolio will not include video or audioclips, this may be adequate. However, you may have more formatting problems with a google doc than with a personal website via google sites or wix.com.

VIDEO PLATFORMS. Students who are uniquely talented with language or performing arts (spoken word, singing, playing an instrument, dancing) or whose talents involve movement and activity (athletics, etc.) may want to use a video platform, such as YouTube, in their portfolio. You may rely exclusively on a video platform if you can capture at least 5 abilities/talents. You would need to submit a separate written document for your description/explanation portion, or use narration over the video or at the beginning of the video for this portion of the assignment.

Other Resources Available to You:

- CRHS Computer lab
- Resume and bio
- Work site (check with supervisor)
- Smart phone, android, chromebook
- Teachers and Work-Study staff
- Runyon and Salzman Marketing Firm (website suggestions, help with content questions, answering FAQ's, helpful tips)
- FAQ's

We expect you to use this assignment to meet Work Study ISOs by

- (a) *expanding your skills and knowledge* of technologies and communication skills needed to create an effective portfolio,
- (b) *expanding the skills and knowledge* illustrated in your portfolio by reflecting on them and representing them in a new way;
- (c) *exercising analytical skills* by assessing what is needed to represent your abilities fully and selecting items for your entries strategically and thoughtfully, incorporating multiple perspectives;
- (d) *problem-solving* as you run into obstacles and make judgments about how much of your personal life and activities you wish to share;
- (e) *planning and organizing* each step in the project to accomplish all aspects of the work by the deadline
- (f) *demonstrating your developing skills with the various technologies* needed to create and share your portfolio.
- (g) Upon sharing and discussing your portfolio with your supervisor, we hope that together, you will *pursue a more thorough understanding of how your abilities and work outside of your placement* could contribute to the bigger picture of your department, company, or industry.