



## Guidelines for Construction of Portfolio

Graduate students completing the Portfolio Track in the Masters in Environmental Science at Villanova University are required to assemble a portfolio and e-portfolio of selected work from three to four courses and present these works to a panel of faculty. The Graduate Program Director should be consulted on the creation of your portfolio and e-portfolios, and is available for both technical and content guidance.

### The Portfolio

The portfolio consists of three to four discrete works from various courses taken during your MSES tenure. Final papers, poster presentations, and other significant products are valid for inclusion. The version used in the portfolio may be edited to reflect final comments from the instructor and additional modifications you opt to make to the work. The portfolio is your opportunity to showcase your best, most relevant work. Choose work that is most pertinent to your future aspirations and puts your abilities in the best light, while also demonstrating the breadth of your knowledge and abilities. Compile the portfolio contents under a **cover page**, a one-page **biographical sketch**, a **table of contents**, and a brief **introduction** (see *sample portfolio front matter*). Create a single pdf file with the front matter and the portfolio entries for submission to the MSES office. This pdf will be distributed to the faculty panel.

### The e-Portfolio

To highlight your graduate work in a manner accessible to employers, colleagues, and other interested parties, you will create a version of your portfolio accessible online. You may choose to create your own website (for instance, using Weebly or Wix), add to an existing website, or make your e-portfolio material accessible on LinkedIn.

#### LinkedIn e-Portfolio option

The advantage of the LinkedIn version of your e-portfolio is that it is readily accessible to potential employers, and the text you add to your portfolio items on LinkedIn becomes searchable by employers and recruiters. The drawback of LinkedIn is that it isn't the most visually satisfying method of highlighting your work. There are two steps to putting your e-portfolio on LinkedIn – uploading the files to an internet accessible location (such as Google Drive) and creating/modifying your LinkedIn profile to include the e-

portfolio contents.

*Google Drive.* You will first need to upload each of your portfolio entries, as a pdf, to a publicly accessible site. We suggest using Google Drive (<http://drive.google.com>). If you do not yet have a gmail account, this is an opportunity to create a professional non-Villanova and non-work email account. Once the pdf is uploaded, get a shareable link to the document (be sure the sharing settings are 'anyone with the link can view'). This link will be copied to LinkedIn.

*LinkedIn.* Create or edit your LinkedIn profile to reflect, at a minimum, your education and experience, and edit the intro (header) to appropriately reflect your position with a picture. Add a 'Projects' section to your profile (under 'Accomplishments') that will highlight your e-portfolio. Add a project for each of your e-portfolio items, with a title, dates, creators (if there are others involved in the project, you can link to their LinkedIn profiles), and a brief description (a short summary or abstract). Paste the shareable link from Google Drive to the 'Project URL' box. Save the project, and check the contents in your profile (you may need to reload the website). Once the LinkedIn profile and e-portfolio are complete, submit a connect request to the MSES Program Director.

### **Other Website e-Portfolio option**

You may opt to create or modify an existing website to showcase your e-portfolio in a more visually interesting manner than LinkedIn will allow. The drawback of a custom website is that it isn't as readily accessible to employers/recruiters unless they have the website link already. If you choose this method, we suggest that you add the website link to your resume and email signature. Free website building sites such as Weebly and Wix make constructing a custom website fairly simple. The requirements for any custom website are that it contains:

- A separate page for a resume / CV (either a link to a pdf version or a web version directly viewable online)
- The e-portfolio contents with the full pdf document of each portfolio item accessible separately

Examples of e-portfolios can be found at <http://wp.auburn.edu/writing/eportfolio-project/eportfolio-examples/> and <https://natweston.weebly.com/>.