

# Creating a Digital Career Portfolio Project

**GPS Standard:** BMA-BT-2.3 Create a digital (online) portfolio (a collection of work) to showcase knowledge and skills learned throughout pathway courses

## Directions:

In this course you will work on creating a digital career portfolio to highlight your knowledge, skills, and academic work in the Business & Technology Pathway. As you complete assignments in the course and throughout the pathway, you will continue to add artifacts to this portfolio.

## Sections to include in Your Career Digital Portfolio

- Home Page/Title Slide (Bio)
  - This first page is for a Bio.
  - Bio is short for biography. A biography is a short bit of writing about yourself and what you like. Write a few sentences in the third person about yourself. Talk about what you like and have done. Show your individuality. Have a friend and your teacher read your bio and tell you what they think. You may also want to put a photo of yourself with your bio. Have someone take a bright, close-up, photo of you, with lots of light on your face.
  - View the following examples:
    - <https://megangrangroth0604.weebly.com/>
    - <https://keniabush.weebly.com/>
    - <https://sites.google.com/site/yhsportfolio/home>
- Cover Letter
  - Link to a copy of your cover letter (Must be finalized copy without any errors)
- Resume
  - Link to a copy of your resume. (Must be finalized copy without any errors)
- Career Goals
  - You will include a Research Report or Presentation here.
- Work Samples
  - Your best work should go here. Include work samples from any assignment you have completed throughout the Business & Technology Pathway.
  - Each piece of work should have:
    - A 5 to 10 sentence description of what the work is, why you picked it, and what you learned.
    - A small image (thumbnail) of the work such as a photograph, screenshot, or graphic. The thumbnail images should link to a larger image or document so that they are easy to see. See [Example](#) here.
- Awards/Certificates (if applicable)
- Letter of Recommendations (Optional)
- Other
  - What I'm Reading
  - My Passions (such as your hobbies, if you own a business or website, etc)

### Steps in Creating the Digital Portfolio

1. Create your welcome and bio. Have your teacher review and make any necessary corrections.
2. Set up your portfolio on Google Sites by viewing the tutorial
  - a. [How to Set up a Career Digital Portfolio in Google Sites](#)
  - b. Video: [Getting Started with "Creating your Google Sites Portfolio" Tutorial](#)
3. Select a theme, template, and design and add your Bio to the Home Page.
4. Submit the link to your digital portfolio to your teacher using the provided Google form.
5. Continue developing the pages in your portfolio:
  - a. Work Samples
  - b. Awards/Certificates
  - c. What I'm Reading
  - d. Passions
  - e. Letters of Recommendation

## Digital Portfolio Rubric

Rubric for Scoring Career Portfolios				
Criteria	Unsatisfactory 0-13	Satisfactory 14-17	Excellent 18-20	Earned Points
Bio	The bio is <u>incomplete</u> or <u>not included</u> and has several 4 or more spelling, grammatical, capitalization and punctuation errors.	The bio is included but does not introduce the student or portfolio content and/or does not show the students' individuality, and/or does not include an appropriate picture, and/or has more than 3 grammatical, spelling, capitalization, and punctuation errors.	The student includes a bio that introduces themselves and the portfolio content, includes an appropriate picture, and has less than 2 grammatical, spelling, capitalization, and punctuation errors.	
Cover Letter	The student did not present a cover letter. The cover letter included is incomplete or has several format, spelling, grammatical, and punctuation errors.	The letter was not in appropriate business letter format, contained three or more spelling, grammar, capitalization, punctuation or format errors. Did not go into enough depth of his or her interests, goals, and experiences.	The student provides a cover letter discussing the student's interests, goals and experience. The letter is in appropriate format and contains no more than 2 format, spelling, grammar, punctuation, and capitalization errors.	
Resume	The student did not present a complete resume in appropriate format.	The student presented an incomplete typewritten resume using inconsistent format or a resume that exceeded one page. The student was able to partially describe education and experience.	The student presented a complete, neat, typewritten resume, which described education and experience in professional language. Two or less errors in format, content, and mechanics (spelling, grammar, punctuation, capitalization).	
Career Goals	The student did not present a Career Goals Page or the Career Exploration Project included is incomplete.	Career Goals Page is included but does not include a short description that explains the students' Career Goals. The Career Exploration meets some of the project requirements.	Career Goals Page is included and includes a short description that explains the students' Career Goals. The Career Exploration Project is complete and meets all project requirements.	
Examples of Work	The student did not provide a sampling of his or her best work.	The student is able to provide at least one sample of his/her best work, which highlights his/her abilities and/or interests. The student did not include a description of each project and what the student learned from the project.	The student is able to provide at least 2 samples of his/her best work, which highlight his/her abilities and/or interests. Each student example includes a description of the project and what the student learned from the project/assignment.	

Extra Credit	Awards/Activities included with pictures of the awards/activities Letters of Recommendation Personal Interest/Hobbies Page included			
<b>Totals:</b>	<b>0-65</b>	<b>70-85</b>	<b>90-100</b>	