

FINAL PORTFOLIO PROJECT (Deadline: May 27 & June 4)

Note: all submissions need to follow Professional writing standards (MLA).

- Documents use a 1" or 1.25" margin
- Documents use a header with the author's name, title of the document, and page numbers
- Documents use only fonts Times New Roman or Arial with a size of 12 points.
- Documents use only double spacing
- Documents are free of spelling and grammatical errors
- Include a reference page to source all your work in MLA format (see the Owl site for help)
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html

In 2 parts.

Part 1 is a Professional Portfolio and Part 2 is a Pitch & showcase presentation

Part 1 – Professional Portfolio (Due date is May 27)

Your Portfolio must:

- Be professional in appearance – you could take this to an interview in the future
- Be in a document holder of some type (and include an electronic copy – USB or CD/DVD)
- Have a title page with your name on it, the course and anything else that makes this unique to you. This can be on the cover or inside.
- Have a table of contents (see example below)
- Be organized in a clear, sensible manner (see below) and contain all criteria listed below
- (Bonus) it is housed on your own personal webpage (noted on your resume/cover/portfolio)

Criteria for your Portfolio:

- 1. Table of contents**
- 2. Career Summary, Introduction, or Mission Statement**
To serve as an introduction to you and your Career/Educational objectives, your skills, qualifications, experience, and motivation to succeed. Summarize your philosophy on how you approach the career and Sell yourself to your next employer or educational institution. See projects page of the Co-Op weebly:
https://coop120.weebly.com/uploads/3/9/7/6/39760716/how_to_write_a_philosophy_.docx
- 3. Updated Resume** (Using the format learned in class – see further directions section below)
Ensure you have updated your objective statement, skills sections, and include your cooperative Education Experience and the skills acquired. Also, be sure you include any other new qualifications you have acquired (at Co-Op or elsewhere during the term).
- 4. Letter of Reference from your workplace supervisor**
preferably on company letterhead - If employer needs there is a sample on the course weebly on the employer's page.
- 5. Letter of thanks to the supervisor/workplace** (sample on weebly). – this is to be checked by me before you give it to your supervisor.
- 6. Letter to future coop students:** reflecting on your experience in the program and offer words of wisdom. **7. Self-Evaluation Questions:** A written response to each of the 7 self-evaluation questions (see below).

8. **Essential Skills and Work Habits:** written Self-evaluation of 4 essential skills or habits (see below).
9. **Midterm & Final Evaluations from your employer**
10. **Visitation Monitoring Report from me**
11. **All logs completed with a tally of hours.**
12. **Accomplishments section:** awards, certificates, samples of your work, pictures of you at work.
 - a. Worditout page. Go to <https://worditout.com/word-cloud/create> paste in words of your acquired skills and habits and print the page to include in your project here.
 - b. An electronic copy of your Portfolio including all materials an employer would like to see. (or a webpage)
13. **Anything else you think would be beneficial for you in an interview.**
14. **A reflection piece on the course and the experience. Provide me with your reflection on**
 - **What went well, what could have gone better, and your suggestions for added content or different approaches to learning the required course outcomes. (1-2 pages)**

Further directions

Updated Resume

Your resume will include newly acquired strengths and achievements. You may wish to revise the following:

- Your career objective – this may have changed as a result of your cooperative education experience (*Do not simply use your coop resume – write a new one*)
- Work experience – include the cooperative education placement (this should appear at the top of your experience section).
- Your skills – especially those that have been learned at the placement
- References – with permission you could include your supervisor as well as me
- Accomplishments – use strong action words to strengthen your resume
- Store your resume on a computer, USB flash drive, CD, or personal webpage (like weebly).

Self-evaluation Questions (from D above)

Complete the following questions **in at least two**, but not more than **four** double spaced pages. Include the question at the top of your response to each. These are to be typed and thoroughly developed. Mechanics and sentence structure will be assessed also.

1. What learning took place on the job that could not have occurred at school?
2. Tell me about **FOUR** of your valuable learning experiences?
3. What was your greatest strength on the job?
4. What skills do you need to improve? How do you plan to accomplish this? (SMART Goals)5. What have you discovered about yourself and your future career goals that you were unaware of before this experience?
6. Tell me **FIVE** ways you have grown or changed as a result of your cooperative education experience.
7. As you move forward from your cooperative education experience, what memory will be foremost in your mind?

Essential Skills and Work Habits Self-Evaluation (For F above)

Choose from the list of skills below and from your employer's comments and in at least ***two*** double-spaced pages but not more than ***three*** evaluate at least ***four*** of the work-related skills learned in your Co-op placement. Use headings to introduce the skills you are detailing. In your evaluation, be sure to use **details and examples** to highlight your points. Find more information on Essential Skills here: <https://www.canada.ca/en/employment-social-development/programs/essential-skills/profiles/guide.html>

- Working safely
- Attendance
- Expectations at work
- Readiness and preparation
- Communication skills
- Responsibility given
- Interesting and challenging work
- Relations with others/ teamwork
- Organization / efficient planning
- Handling criticism
- Strengths and weaknesses
- Dependability
- Attitude
- Initiative
- Self-Advocacy
- Working independently
- Customer service
- Changing and /or developing appropriate attitudes
- Responses to experience
- Characteristics for success in the chosen career area
- Reconsidering the direction of your career plans

(In a separate document make a bibliography of the sites you visited with your research)

Part 2A – The Elevator Pitch See handout on weebly:

https://coop120.weebly.com/uploads/3/9/7/6/39760716/the_elevator_pitch_handout.docx

Your Task:

- Research the company(ies) (or type of operation) you want to work for. List the skills and abilities they want and require in their new employees.
- Write an elevator speech that highlights the skills needed by the employer and your successful use of those skills in your Co-Op (and other) experiences. Be sure to show off your ability so that you are uniquely qualified for an entry position...be yourself, but be energetic and persuasive.
- Practice the pitch so that you could give it to a variety of people in a variety of places – like an elevator, grocery line up, gas station etc.

What is it:

- a 30-60 second "sound bite" explaining who you are and what you do or offer (explain the value you will bring, why you are unique/uniquely qualified to do...) and the position you are seeking. *Answers the question "tell me about yourself" or "why I should hire you for the job"*
- Highlights your relevant valuable skills - and provides example(s) of your success using those skills
- Engages the listener with an open-ended question (ie.: how does your organization train new employees?) and a call to action (I'd love to email my resume if you are interested, can I get your contact information or business card)

The Rubric

Criteria	Superior	Score
Enthusiastic introduction	Hooks the listener with your enthusiasm and passion for the opportunity to speak about how you can be beneficial to the company.	/2
Evidence of research	You clearly know the needs of the organization and have created a pitch that highlights your success with the required skills	/2
Supporting Examples	You have selected good examples of your successful use of skills needed by the employer – and how you used the skills to benefit another employer. You reiterated how you would be uniquely beneficial to the employer.	/2
Engage & Call to Action	You engaged the listener with a question and a call to action. (question ex: How does your company train new employees?) (call to action ex: I'd love to email my resume; can I have your business card?)	/2
Evidence of Practice	Your delivery is smooth and well-practiced and completed within the 30-60 second timeframe.	/2
Total		/10

Part 2B – The Showcase/Interview**Criteria for your Showcase:**

- A showcase that displays some of the work you completed at your placement – what form this takes is up to you. This section is marked out of 30 so I am expecting it to show a progression of skills/responsibilities learned and used by you in your placement. You can start with the Essential Skills and habits from the three Essential Skills websites below, and your Logs, journals, & Smart goals:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayEssentialSkills.xhtml>

http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx

http://www.workingincanada.gc.ca/report_skillknowledge-eng.do?action=search_form#es_skills_search

**Proposal
Due
Apr 21**

The format the showcase takes is up to you. This will be marked separate from your Portfolio. **You are required to provide a proposal that outlines what your plans are for the Showcase 6 weeks prior to the due date** (see sample below). The purpose of the showcase is to share your 4-month experience with us. This is not something you can put together quickly; it must be carefully planned, and you should be gathering materials for your Portfolio the minute you start! This showcase could be taken to interviews in the future.

See the sample PPT file which you can use as a template at the following page:

<http://coop120.weebly.com/projects.html>

Presentation Component:

This portfolio will be presented to the class. You are welcome to use a power point or prezi to help showcase the work you completed at your placement or you can walk us through significant parts of your portfolio. I will be asking each of you a question related to your self-evaluation responses during your presentation. Your presentation should be approximately **6-8 minutes in length**. You are highlighting the areas of your placement that were most memorable. What did you learn about the job? What did you do on the job? What skills did you acquire? There should be clear evidence of growth and sharing of experiences throughout the semester.

Include a Worditout page in your presentation showing the skills you learned. (go to <https://worditout.com/word-cloud/create>)

If you do not have word processing or presentation software on your computer, you can log on to Office.com and use your school credentials to log on and work with the Apps located there.

Tips to aid with your Portfolio:

Be sure to check the course Weebly (<http://coop120.weebly.com/>) and these sites for assistance on how to complete a portfolio.

http://www.quintcareers.com/job_search_portfolio.html

http://www.manifestyourpotential.com/work/take_up_life_work/8_get_hired/how_to_create_awesome_work_portfolio.htm

See the weebly Project page for resources to aid in the construction of your “About Me” webpage:

https://coop120.weebly.com/uploads/3/9/7/6/39760716/resources_for_creating_an_about_me_webpage.docx

Tips to aid in your research:

List all sources of information you used in preparing this report:

Primary Sources (i.e. contacts with people):

- ☞ Interviews with people who are in the job, who have held the job in the past, or someone who hires people to do the job.
- ☞ Interview with counsellor at a Manpower (CEIC) office
- ☞ Interview at a special resource agency or private employment office.
- ☞ Interview with a guidance counsellor at a high school, college, or University.
- ☞ Interview with an official of a relevant union or management organization.

Secondary Sources (i.e. use of written or A-V materials):

- ☞ Library materials (school, public, University, or resource centers).
- ☞ Newspapers or magazines
- ☞ Books, Movies, TV, radio etc.

Tips for recording references:

- ☞ Carry a notebook with you, when you ask a co-worker some questions, jot down the answers and his name, workplace, and address, and voila – you have a primary source.
- ☞ Whenever you use internet resources copy the address and paste it in your copied page, then when you create your bibliography, it is easy to cite the source of your information. For additional tips on this go to <http://www.citationmachine.com/> or http://bbt.nbed.nb.ca/tutorials/internet_research/internet_research.html And watch the three short videos on proper internet citations.
- ☞ At the library, make note of titles, authors, publishers/editors, date of publication and page numbers.

Due dates:

Mid-Term Evaluation is due **March 27**

Showcase Proposal is due **April 21** (see sample above and on Weebly project page)

Career Research presentation is due **April 24** (Jobbank skills research)

Final Evaluation is due **May 26**

Portfolio due **May 27**

Presentation due **June 4**

Portfolio and Presentation rubrics on the next 2 pages

Cooperative Education 120 Final Project Assessment Rubric

Part A: Portfolio (Due May 27 – or earlier)

Criteria	Superior (9-10)	Score
Career Summary An introduction to you as a model employee highlighting your skills, abilities and career goals & interests.	A well written one-page letter outlining your qualifications and experience so far and your plans and goals for the future. You also sell yourself by outlining your philosophy or approach to employment in this career area.	/10
Updated Resume Completed as learned with new information and targeted objective	(9-10) A well written one-page resume that includes all skills learned in Co-Op, highlights the skills in sections relevant to the next employer. Resume includes all 6 required fields.	Score /10
Letters (5 each) Reference Letter, Thank you Letter, Letter To future Co-Op students	Superior (5) Reference letter on Company letterhead, all letters are well written, are in business block format, and contain no mistakes.	Score /15
Self-Evaluations All 7 Questions are answered in report format. (Typed, double spaced).	Superior (9-10) Questions have been thoughtfully and thoroughly answered. No grammar, spelling or format errors.	Score /10
Skills/Habits At least 4 skills/habits have been evaluated	Superior 9-10 Skills have been thoughtfully and thoroughly analyzed as to your growth. Evidence from your Smart goals were used in your analysis of your acquisition of skill/habit. No grammar, spelling or format errors.	Score /10
Accomplishments Includes awards, certificates, pictures of you at work and a worditout page	Superior (5) Includes all required components and more. Things that relate to future career placement	Score /5
Course Reflection Your reflection on the learning and course delivery	Superior (5) 1-2 page reflection on What went well, what could have gone better, and your suggestions for added content or different approaches to learning the required course outcomes	Score /3
Electronic Portfolio. Or an “About Me” webpage which includes your portfolio (CD, DVD, USB, or webpage)	Superior (5) Is included and well-organized containing all documents an employer would want to see. Also includes presentation.	Score /7

Student Name: _____ **Value:** _____ / 70

Comments:

Cooperative Education 120 Final Project Assessment Rubric

Part B: Elevator Pitch and Showcase of Work Placement (Due June 4)

Presentation	Superior (10)	Score
Elevator Pitch: Hook, Enthusiasm, Evidence of Research, Supporting examples, Engage & Call to action, 30-60 seconds	Hooks the listener with your enthusiasm, clearly shows you know the needs of the employer, well chosen examples of your success using skills needed by employer, ended with a question & call to action and completed within 60 seconds.	/10
Criteria	Superior (5)	
Content (10) Title, Noc Code, Description, Duties, Pictures, Worditout Slide, Qualifications & Steps,	All requirements are thoroughly researched and presented and is between 6 and 8 minutes in length exclusive of questions	/5
Criteria	Superior (5)	
Portfolio presentation: some highlights from your portfolio. Engaging, Easy to read, Not too much text, Relevant photos, Slide transitions and Backgrounds, Spelling/Grammar	All requirements presented and highlighted in a professional manner and 1 or 2 items are displayed or passed around the room. The presentation is engaging and aesthetically appealing and has Less than 20 words per slide See Ted Talk: https://www.youtube.com/watch?v=Iwpi1Lm6dFo	/5
Confidence/ Knowledge Knowledge, Rehearsed, No reading, good volume and Ease of speaking	There has been an extreme effort on the showcase. The format is thoughtful and unique and displays extensive growth during the semester.	/5
Confidence with answering questions from the audience and the teacher (Self-Evaluation questions)	Clear Answer with evidence of thought, use of details and an example from work experience	/5
Criteria for all	No Demerit Points	
Focused Attention on other presenters	Always focused on the presentations of other students and asked good appropriate questions.	/-5
Total		/30

Student Name: _____ **Value:** ____ / 30

Comments: _____
