**Sample Category headings (from the Griffith Enrich Your Studies Google Sites template):**

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| About Me |  |
| Write a brief statement introducing yourself and outlining the purpose of your ePortfolio.Your readers should feel inspired to continue browsing your site, so include something that will really grab their attention on this page.  Remember that an ePortfolio is much more than just an online version of your CV. It can include links to your experiences, personal reflections, artefacts (a collection of samples or evidence of your work), a summary of your learning and an outline of how your study relates to your future career. Consider the ways you can use multimedia (video, images etc) throughout your site to support your stories and add  interest.  Include a profile photograph on this page - ensuring it represents you as a professional in training. If you don't have a suitable photo on hand, wear something smart-casual to uni and have a friend take your photo with a neutral background. | |

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| Graduate Qualities |  |
| Communication Skills  High quality communication skills are vital in every aspect of your career journey and are frequently the single most important attribute valued by employers. Your communication skills can be the key to landing a graduate job, doing it well, showcasing your accomplishments, and advancing in your chosen career. | **Skilled communicators:**   * Explain ideas and express their opinion; * Feel confident making presentations; * Write concisely with appropriate grammar and punctuation; * Adapt their writing style to suit various audiences; * Include evidence to support their recommendations. |
| Industry Knowledge  Experience in ‘real-world’ situations adds untold value to your portfolio when seeking a graduate role.  Simply stated, it’s the ability to apply your theoretical knowledge in practical situations to get the job done.  You can pick up these types of experiences through internships, work placements, volunteering, or work integrated learning opportunities.  You may choose to summarise your industry knowledge and experience in this area, and explore an individual project or placement in more detail in the 'Learning Showcase' pages. | **Students who are industry ready:**   * Have practical experience in their field – developed through work experience, an industry placement, an internship or project work. * Have developed relevant transferable skills through part-time work or volunteer opportunities. * Reflect on their own work and seek feedback to improve performance and increase their industry knowledge. * Connect with professionals and attend events to stay abreast of current issues in their field. * Feel confident using standard software and equipment relevant to their industry. |
| Leadership Expertise  Adding leadership skills to your portfolio will give your future employer an instant glimpse of what to expect when they hire you.  Effective leaders inspire, motivate, respect and empower others. They have credibility and integrity, show initiative, tackle challenges, and take responsibility for getting the job done. | **Effective Leaders:**   * Provide valuable feedback; * Inspire and motivate others; * Negotiate responsibilities, allocate tasks and encourage others to complete tasks; * Coordinate groups; * Accept positions of responsibility. |

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| Multicultural Awareness  Culturally diverse workplaces are now the norm, rather than the exception, so strong interpersonal skills and the ability to collaborate with colleagues from varied backgrounds is becoming increasingly important.  Multiculturalism in the workplace also challenges workers to consider a wide variety of viewpoints and can lead to innovative and creative solutions to complex problems – skills that are highly regarded by employers in all industries. | People with multicultural awareness and interpersonal skills:   * Relate to people from a range of cultures and backgrounds; * Listen, understand and respect others’ perspectives; * Work effectively in diverse teams; * Facilitate communication to assist conflict resolution in group; * Tactfully and diplomatically assert their needs. |
| Professional Development  True professionals start their development early, and keep working at it throughout their career. You can get started now by establishing links to the industry you wish to enter – meet with a mentor, attend relevant seminars and workshops, join a professional association, or explore ways to connect online.  Professional development can take place in a wide variety of ways - from taking student membership in the professional association relevant to your discipline, to attending conferences or meeting with a mentor. If you have attended a professional conference you could include information about the key note speakers, the topics discussed and the break-out workshops or sessions you were involved in. Remember to include a reflection on the experience that relates to your personal and professional objectives. | **People who are professional:**   * Manage their time and priorities to meet deadlines; * Plan, monitor and evaluate their own work and seek ongoing improvement; * Have a clear sense of career direction; * Have an understanding of roles and organisations in their field, and identify where they might like to work after graduation. * Start networking with professionals before graduation; * Feel ready to prepare job applications that positively convey their skills and experiences. |
| Socially Responsible  Corporate social responsibility is a given in the modern workplace – companies are increasingly aware of the triple bottom line and their obligation to consider the economic, social and environmental impact of their activities. It follows that students with a high degree of social responsibility and demonstrated awareness of these issues are highly valued in these organisations. | **Professionals who are socially responsible:**   * **Demonstrate ethical behaviour by following rules, adhering to community standards and following their own conscience.** * **Are fair and honest, and have the courage to act with integrity – especially in the face of conflict.** * **Respect others and refrain from discriminatory behaviour.** * **Show concern for other’s well-being, and support causes that exist to improve society.** * **Use environmentally friendly services and sustainable products.** |

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| Learning Showcase |  |
| Enter your Program Title and expected completion date here.   * Include information about your major/s and minor/s. * You may choose to outline your reasons for choosing these study areas. * Consider what originally inspired you to study this discipline, and what your career objectives are.   If you have undertaken courses that have significantly impacted your learning, you can add sub-pages to fully explore these and provide examples and evidence of your work.  Depending on your study area, this might include the results of field or laboratory work you have undertaken, samples of your writing, your reflection on a clinical placement  or the outcomes of an industry-based project, to name a few. | **Questions to consider to effectively analyse your experiences:**  1. What was it?  2. What did you have to do?  3. How did you do it?  4. What was the result?  5. What strengths (skills or personal attributes) did you use?  **You can also apply the STARL-P method:**  S - Situation (Describe the situation)  T - Task (What did you have to achieve?)  A - Action (What did you do?) R – Result / Reflection (What was the result?)  L – Learning / P - Planning |
| Community Internship  An example sub-page that would allow you to outline your experience in Community Internship courses such as 3002GIH. | |
| International Experience  If you have participated in any Study Abroad or Exchange programs, or if you travelled during your summer break or in a gap year, this is the place to include the details. Insert text about your experiences - your reasons for traveling to particular destinations and your reflections on what you have learned.  Remember to include images, links and other multimedia where appropriate to help tell your story and showcase your experience. | |
| Professional Skills  Include a summary of your professional knowledge and skills, including examples of how you have developed these skills.  For example:  "Thorough understanding of Microsoft Excel spreadsheets, including the use of pivot tables and formulas, applied during a group assignment to track athletes' training, goals, targets and outcomes."  is far more informative than: "Excellent computer skills". | |
| University Work  Being asked to explain what you have done in your degree sounds simple to begin with, but if you don't have a structured approach it can quickly become difficult to categorise your experiences.  You could consider the following questions for each of your assignments, case studies, group work, lab work, studio experiences etc:   * What was this? * What did I have to do? * What was the result? * What skills or personal attributes did I use? * What skills or personal attributes did I develop? | |
| Work or Industry Placements  An example sub-page where you can include information about work or clinical placements, industry projects and other relevant work experience. | |
| Resume  Although your ePortfolio will include much more than just your Resume, including it in your Portfolio will give you instant access to it, and will allow you add to it quickly and easily.  If you create your resume in a Google document you can link it here. Any updates you make in the document will immediately reflect on this page. | |