**TUTORIAL ON MAKING professional portfolio**

**How to make a portfolio using canva?**

https://www.youtube.com/watch?v=6vsHl3eE7IE

Portfolio Structure for First-Year Students:

Cover Page:

Title: "My Professional Portfolio" (or a title of their choice).

Personal Information: Name, course, and a brief bio (1-2 sentences about their academic interests or career goals).

Photo: A professional photo of themselves (optional but helps personalize the portfolio).

Section 1: Scientific Writing Example

Include:

A short piece of writing (e.g., an abstract or a 200–300-word reflection on a topic they learned about in the course).

Title: “My Scientific Writing Sample.”

Design Tips: Use simple text boxes, headings, and bullet points for clarity.

Section 2: Ethical Decision-Making Flowchart

Include:

A basic flowchart demonstrating how they would handle an ethical issue (e.g., data privacy or conflict of interest).

Title: “My Ethical Decision-Making Flowchart.”

Design Tips: Canva has templates for flowcharts and icons that can make it visually appealing.

Section 3: Legal Awareness

Include:

A brief explanation of one key legal concept from the course (e.g., privacy laws in healthcare, intellectual property).

Title: “My Understanding of Legal Awareness.”

Design Tips: Use bullet points for key concepts, and keep text simple.

Section 4: Career Development Plan (CPD)

Include:

A simple table or list of short-term goals (e.g., workshops, certifications they plan to pursue) and long-term professional development goals.

Title: “My Career Development Plan.”

Design Tips: Canva has templates for tables and checklists that can help organize this section clearly.

Section 5: Reflective Multimedia (Optional)

Include:

A 1-minute video (or audio clip) reflecting on one of the topics from the module (e.g., why ethical decision-making is important in their field).

Title: “My Reflective Video.”

Design Tips: Canva allows embedding videos directly into the portfolio, so students can upload their videos and provide a brief introduction.

Conclusion: Future Aspirations

Include:

A brief paragraph (3-4 lines) about their career goals and how they plan to continue developing professionally.

Title: “My Professional Aspirations.”