# COURSE PORTFOLIO

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| **Completed Yes/No** | **Contents** | **Description** | **Reviewed by the**  **Teacher** |
|  | **Introduction** | Brief bio: Introduce yourself, including your academic background, major, and career goals.  Professional photo: A clear and professional-  looking photograph of yourself |  |
|  | **Technical Communication and Employability**  **Skills** | Definition and importance in professional settings Distinction between technical and general communication  Overview of Employability Skills |  |
|  | **Presentations** | Power Point or slides from presentations you've given, including any associated scripts or speaking  notes. |  |
|  | **Resume and Cover Letter** | Include an up-to-date and well-formatted resume that highlights your education, skills, work experience, and relevant projects.  Sample cover letter(s) you've written for job applications or internship opportunities. |  |
|  | **Technical Documents -**  **Reports** | Any technical documents you've created, such as system specifications, design documents, or project  plans. |  |
|  | **Collaboration and Teamwork** | Examples of collaboration: Showcase instances where you worked effectively in a team, including  group projects or collaborative initiatives. |  |
|  | **Certificates and Training** | Include certificates related to technical skills or professional development programs you've  completed. |  |
|  | **Technical Skills and Employability Skills** | A comprehensive list of your technical skills, categorized by proficiency level.  Showcase your soft skills such as communication, teamwork, problem-solving, and adaptability.  Provide examples or anecdotes that demonstrate these skills in action. |  |
|  | **Professional Development** | Workshops or conferences attended, online courses  completed, or any continuous learning initiatives you've undertaken. |  |
|  | **Internships and Work Experience** | Details of any internships or work experiences,  including the roles you played and the skills gained. |  |
|  | **LinkedIn Profile** | Include a link to your LinkedIn profile for recruiters or employers to learn more about your  professional network and endorsements |  |
|  | **References** | Contact information for references or recommendation letters from professors, mentors,  or employers. |  |

**Faculty In-charge Head of the Department**