ENGINEERING LEADERSHIP PROGRAM
UNIVERSITY OF COLORADO BOULDER

ePORTFOLIO HANDBOOK

2017

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WELCOME TO YOUR ePORTFOLIO ADVENTURE!

Congratulations! You are about to embark on a learning experience that will enhance the value of all of your other learning experiences! The ELP ePortfolio is designed to guide you through critical thinking processes that help you purposefully plan, thoughtfully practice and insightfully reflect upon the wide array of experiences that comprise your development as a leader. Help us help you to make the ePortfolio exercise one that is meaningful to you. Keep in touch with Angela and JoAnn about how we can support you. And remember to lean on and encourage one another as companions on the ELP journey!

TECHNICAL CONSTRUCTION

GETTING STARTED—How to Launch Your Personal ePortfolio Site

Step 1: Access Google Sites Through Your CU IdentiKey

Use your IdentiKey to sign-on to:

www.google.com/a/colorado.edu

Note: If signing in from the regular Gmail log-in page, you must attach @colorado.edu to your IdentiKey user name to sign in. (i.e. engh1234@colorado.edu, not just engh1234)

Step 2: Obtain an ePortfolio

Your ePortfolio **website template** will be available in the Google Sites Template Gallery. Your portfolio must be created through your CU Google account (not on your personal Gmail account) in order to access the ELP template. After you are logged into Google with your @Colorado.edu credentials, navigate to:

sites.google.com

Click the red "Create" button at the top left corner of the page. Under the heading *Select a template to use,* choose "*Browse the gallery for more*". Search for "*Hero's Journey ELP ePortfolio Template"* and click "Select". Name your site with your full name (last name then first name) and the words "ELP Portfolio" (e.g. Smith Sarah ELP Portfolio).

Note: Site name cannot be changed after creating site. Do not make any mistakes during this step.

Click "Create Site". This creates a new site with your name using the ELP template. This site will be ready for editing/personalization immediately.

Step 3: Share your site with JoAnn and Angela

Click "Share" at the top right corner and enter in **thiemana@colorado.edu** and joann.zelasko@colorado.edu under *invite people.*

Click "Save and Share" to complete share.

Step 4: Move your content into your new ePortfolio!

You will notice that the template structure is designed to align precisely with the requirements of your ELP Portfolio. So it should be easy to see where to plug in your existing Portfolio content. There are multiple ways to add content, depending on the source and type. You can update your ePortfolio by typing directly into the boxes in the template. You can convert existing documents to Google Docs and embed them. You can insert photos and and link to other sites and resources. You can integrate just about anything into your ePortfolio! Since so much coursework happens in Google Drive, the easiest option is often to simply insert items from your class Google Drive folder. To do this, click on the title in the sidebar or horizontal menue of the page to which you want to add content. Once on that page, click the little pencil in the upper right corner. Your cursor should be blinking in the box where you will put your content. Click on "Insert" on the top left, and then click on Drive symbol, and then click on "document" (or movie or whatever!). Select whichever document you need. I then like to un-check the box that says "Include title". Push the red "SAVE" on this box and then push the blue "SAVE" button on the top right of the page and you're done! Ready to move to the next page and repeat the process!

The template has been purposefully designed so that the basic content of each component is immediately visible on each page. Only use additional sub-pages or links that take a viewer away from the page when you are providing additional content (i.e. the viewer should not need to click on additional links to see the primary content, only when necessary to access additional substance).

You can find directions for almost anything you imagine by simply Googling "Google Sites [insert key words here]". Common needs are addressed in the Google Sites Official help site: https://support.google.com/sites/?hl=en#topic=1689606.

Once you have mastered the basics of adding content, have fun modifying the aesthetics of the site (how it looks, how it "feels") so that your ePortfolio really gives a viewer a vivid sense of who *you* are as a unique human being!   You may even wish to employ a unique set of metaphors to rename the ePortfolio components (for example, you could use Star Wars analogies, replacing "Mentors" with "Yodas" and "Call to Adventure" with "Help Me, Obi-Wan Kenobi…"; or terminology from athletics, mountaineering, literary sources can also replace the more general Hero's Journey terms that are used in the template).

While you have terrific artistic license in designing your site and choosing the metaphors that illustrate the framework, we ask that you keep the basic structure the same so that components are consistent among all ELP ePortfolios.

NOTE: It is in your best interest to NOT remove the "revision history" from your website. Sometimes there's a glitch in Google Sites and content cannot be seen at a particular moment; when this happens it is impossible to know whether you actually ever added that content *unless your professor can tell from the revision history that you did indeed add something there.*

That's it! You've launched your personal ePortfolio!

CONTENT GUIDANCE

WELCOME

The Welcome page is the first thing someone sees when opening your ePortfolio, so it should be interesting, engaging, and "you". Write a brief statement that expresses descriptive information about yourself and include photo. Remember to keep it professional, even while making it "you". We advise you to keep the content of this page concise so that it can be read without scrolling down, down, down…

THE HERO'S JOURNEY FRAMEWORK

On this page, describe the gist of the Hero's Journey framework so that the structure of the site is not entirely mysterious to someone who has not studied Joseph's Campbell's monomyth as we have in the Gateway course! If you wish, you may borrow this text from Dr. Thieman Dino (or adjust her text to make it your own). Just ask! *This may be an especially helpful option for students who did not learn about the Hero's Journey in Gateway, but still wish to use this new ePortfolio framework!*

THE ENGINEERING LEADERSHIP PROGRAM

The template is designed so that this links directly to the ELP website.

RESUME

Embed your current resume in the space provided here.

ORIGINS STORY

We draft our personal Origins Stories (or Origin Poems) in the Gateway course so that these can be submitted directly into your ePortfolio. If you wrote your poem as an informal journal entry, be especially careful to proof-read and refine your writing if necessary before putting it in your ePortfolio. * *Students who took Gateway before Fall 2014 can still complete this component by simply reflecting here on "where I come from". How have aspects of your past experiences, family, and/or heritage impacted who you are, especially in ways relevant to your leadership values, goals and potentials?*

CALL TO ADVENTURE

We draft our Call to Adventure essay or poem in the Gateway course so that these can be submitted directly into your ePortfolio. If you wrote your poem as an informal journal entry, be especially careful to proof-read and refine your writing if necessary before putting it in your ePortfolio. *Students who took Gateway before Fall 2014 can still complete this component by simply reflecting here on "why have I chosen this adventure?". Why did I choose to go to college? To study engineering? To commit to ELP? What people, events, circumstances or motives*

compelled me to make these choices? Were there obstacles I had to overcome in order to embark on the journeys I have chosen?

MENTORS AND ALLIES

MY ELP MENTOR

Depending on when you take Gateway, you may have a Young Alumni Mentor or Peer Mentor before receiving a Professional Mentor. *You must complete this section for each mentor you have.* There are a couple of ways to go about this. You can have separate documents for each mentor within a section (so, for example, when you click "ACTIVITY LOG" in your ePortfolio you see a document called "Young Alumni Mentor Activity Log" and another document called "Professional Mentor Activity Log". Or, if you prefer, you can create entirely new sections so, for example, on the Welcome page of your ePortfolio one would see YOUNG ALUMNI MENTOR and PROFESSIONAL MENTOR in the sidebar, with the 4 sections (Activity Log, etc.) under each. Also, you may choose (but are not required) to feature your Toon Leader or Peer Mentor in this section; and you may also want to document your own experiences providing mentorship (e.g. if you are Peer Mentor or Toon Leader yourself!).

On the main page of this section (or you may create a new section) write a brief description of your ELP mentor/s. Provide their name, workplace and relevant aspects of their background and experience. Include a photograph of your mentor and/or other images like company logos or photos of worksites.

ACTIVITY LOG

Document all interactions you have with your mentor. Include the date, setting/mode (face-to-face? Video-conferencing? Email?), and brief description of the activity in which you engaged together. Include brief notes about the value of the interaction.

EMPOWERING ADVICE

Discuss the wisdom bestowed by your mentor. Answer at least these two questions: What is the single most important thing I learned from my mentor, And, If my mentor could have one 'do-over' as a leader, what would it be? (Or, phrased another way, "If my mentor knew then what they know now, what would they have done differently in their past?)

LEADERSHIP BY EXAMPLE

We learn from leaders' examples at least as much as we learn from their explicit advice. What have you learned about leadership, or have been inspired to try, simply from observing your mentor's behaviors and choices?

LETTER OF GRATITUDE

Before you graduate, write your mentor a letter expressing your gratitude. Be precise in describing the value you gained from your relationship. What did they do and what did you learn from it? This letter should be professional and you should c.c. Assistant Dean Doug Smith. Send the letter to your mentor and embed a copy in your ePortfolio.

ELP SEMINAR SPEAKERS

For each of the four required seminars you attend (and any additional, if you wish) write a short reflection that describes any value gleaned. Include a brief summary of the seminar, provide feedback about its quality, connect it to other seminars, your leadership curricula and personal leadership experiences. Your reflection should explicitly describe how the seminar was (or wasn't) relevant to you and your own leadership development. This page may feature one document through which a reader scrolls to read about all of the seminars, or the page may display a brief bio of each speaker that one can "click on" to link to a reflection.

OTHERS IMPACTING MY JOURNEY

In this optional section, include reflections on others who have played key roles in your leadership development, e.g. teachers, friends, supervisors, role models, family members, historical or literary figures, your Gateway "toon" or "commander"…

MAPS AND TOOLS

ELP RESOURCES

In this optional section you can keep any forms, guidelines or other ELP documents…including this Handbook!

LEADERSHIP HANDBOOK

In the Gateway course, "toons" collaboratively craft handbooks about leadership theories and approaches. Embed these Handbooks as handy references here in your ePortfolio. *Students who took Gateway before Fall 2014 are welcome to make use of the Handbooks developed by their fellow ELPers. Just ask Dr. Thieman Dino for a copy!*

OTHER RESOURCES

Here you can archive and keep handy any resources that have been helpful to your leadership development, e.g. essays, news stories, blog posts, TED Talks, self-assessment tools…

ROAD OF CHALLENGES

LEADERSHIP ELECTIVE COURSEWORK PLAN

Here embed the Coursework Elective Plan that you crafted in Gateway. *Students who took Gateway before Fall 2014 should write a paragraph/s about your rationale for choosing your particular electives, aligning the plan with your personal leadership and professional goals. Assess yourself (where am I at?) and your vision (where do I want to be?) and choose courses that seem likely to get you from here to there! More insight about choosing electives, and a list of ideas for elective courses, can be found on the ELP website. A Leadership Elective Petition Form is available if you seek approval for a course offered by another university, or offered as an independent study.*

COURSEWORK REFLECTIONS

Provide a reflection on each of your Leadership Elective courses. Include a brief overview of the course and describe its value to your leadership development. Please indicate whether you would recommend the course to other ELP students and provide any information that might help a fellow ELPer discern whether this course would fit their own needs. This page may feature one document through which a reader scrolls to read about all of the courses, or the page may display a brief description of each course that one can "click" to link to a reflection. Consider inserting or linking to work you completed for these courses.

LEADERSHIP EXPERIENCE

AUDACIOUS AIMS

Articulate the vision and goals you have set for your Leadership Experience. These include both *goals for serving others* (how will an organization, community or group of human beings benefit from the outcomes of my project?) and *goals for developing self* (how will this project enhance my development as a leader?). Consider linking these aims to self-assessments and/or your Gateway "leader-shape". Be precise about your objectives—how will you know whether you have succeeded? What outcomes will you and others be able to observe?

LESSONS LEARNED

We sometimes call these "glorious failures"! Reflect on what went wrong and what you learned from it. Analyze your regrets: what could you have done differently? How might you approach things differently in the future? What value did you glean from your struggles? Did you gain personal insight or growth? Did you learns something "the hard way" about leadership?

PERSONAL SUCCESSES

We sometimes call these "humble victories"! Reflect on what went right and what you learned from it. Analyze the personal achievements about which you are most proud: Why did things work out as well as they did? Did you have to struggle over obstacles to achieve particular successes? How does a particular success indicate ways that you have grown since you started your ELP adventure? Think back to your original "audacious aims" for personal growth. Did you succeed in developing in these ways? In other ways as well? Be precise in articulating particular competencies that are demonstrated by your successes.

OUTCOMES

What are the ultimate impacts of your Leadership Experience? Think back to your original "audacious aims" for serving others. Did you succeed in achieving the change you wanted to make in others' lives? Be precise about how your outcomes are observed, even measured. For all aspects of your Leadership Experience reflection, incorporate feedback from others. How did others perceive your failures and successes? How do others (supervisors, stakeholders, experts) assess your outcomes? Finally, in this section, include a message to your successors. Did you plan for aspects of your project to be sustainable? What advice or information are you passing along to those who will carry the work forward?

MY LEADERSHIP EXPERIENCE STORY

As a final reflection on your Leadership Experience, write the story of your project as you would tell it if you only had *one minute* to describe it someone. How would you concisely articulate the aims, process and value of the experience? What makes the story interesting and important?

OTHER FORMATIVE CHALLENGES

Reflect on any curricular and extra-curricular challenges that have impacted your development as a leader. These may be related to classes, sports and hobbies, internships and jobs, religious and spiritual experiences, personal hardships,… Articulate the nature of the challenge and how you grew from wrestling with it. If you did a "Transformative Leadership Challenge" in Gateway, this is a great place to reference it.

ULTIMATE BOON

CAPSTONE SYNTHESIS

Ultimately, we face the challenge of synthesizing all of the diverse experiences in which we have engaged throughout our time in ELP. To be completed in your final semester, this report should include: What key insights have you learned through ELP (mentorship, coursework, seminars, leadership experience)? How have your leadership skills and virtues evolved? As you embark on your post-graduation plans, how do you intend to utilize the skills, knowledge, virtues, relationships and resources you have fortified in ELP? What constructive feedback do you have for ELP? Do you have advice for future ELPers?

PERSONAL LEADERSHIP PHILOSOPHY

Among the rewards for your efforts in ELP should be clarity about your own philosophy of leadership and understanding of yourself as a leader. While your Capstone Synthesis describes these insights, here articulate a concise stand-alone description of yourself as a leader. This statement is grounded in ideology (asserting what you believe), self-knowledge (understanding who you are), and conviction (articulating what you intend to do). This is a good place to reference the philosophy/mission you may have developed in Gateway, as well as your LeadersShape and (for some of you) your "foam head".