**ePortfolio Guidelines**

**Intended Learning Outcomes**

By the end of the activity, students will be able to:

1. research possible job positions or graduate schools suited to his/her interests
2. produce job hunting documents such as a resume, an autobiography (SOP), cover letters etc…
3. reflect on experiences and transfer the reflection into writing
4. write clear and descriptive paragraphs with good structure
5. make an organized ePortfolio pdf file

**Steps**

1. **Find possible jobs or graduate programs:**

You can use any way to “hunt” for jobs. Every field is different so do a little bit of research on how it’s generally done in your field.

1. **Prepare the documents :**

In this class, you will be required to write many job hunting related documents; but if your job requires more, it is your responsibility to produce them yourself. If you don’t know how, Google it or ask your peers.

1. **Reflect:**

After you have applied and gotten a reply, reflect on your experience and put them into words. This means to write in structured paragraphs that include topic sentences and supporting details. If the writing is too ill-structured, it may affect my understanding of your ideas; therefore, resulting in a lower grade. This part is also very personal so there is no “set” format that you need to follow. Try to use logic to organize your documents. Possible reflection content could be answering the following questions (but not restricted to only these questions):

* What was the process of your job hunt and what was required. Did you meet all the requirements? Why or why not?
* Do you think this was easy? Why or why not?
* Did you get the job? Why or why not?
* What could you have done differently or what will you do differently next time?
* What did you learn? What was a useful skill you acquired through the process?
* What did you like about this activity? What did you not like about it?

1. **ePortfolio:**

Please turn in ONE pdf document including (a) all the documents you used in the application, (b) emails between the company or print screen application as evidence, and (c) your reflections.

**ePortfolio Grading Rubric**

**Your name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART A: Evidence of application** | | | | | |
| Name of company/school | **0** | **1** | **2** | **3** |  |
| Evidence that you really applied | **0** | **1** | **2** | **3** |  |
| Result of the application | **0** | **1** | **2** | **3** |  |
| **PART B: Application documents** | | | | | |
| Resume | **0** | **1** | **2** | **3** |  |
| Autobiography | **0** | **1** | **2** | **3** |  |
| Cover letter | **0** | **1** | **2** | **3** |  |
| **PART C: The ePortfolio and reflections** | | | | | |
| ONE pdf file uploaded on time | **0** | **1** | **2** | **3** |  |
| A clear system to organize sections | **0** | **1** | **2** | **3** |  |
| Logically organize paragraphs | **0** | **1** | **2** | **3** |  |
| Paragraphs include a topic sentence | **0** | **1** | **2** | **3** |  |
| Paragraphs include supporting details | **0** | **1** | **2** | **3** |  |
| Transitions are included when needed | **0** | **1** | **2** | **3** |  |
| Content shows that you have reflected | **0** | **1** | **2** | **3** |  |
| Grammar | **0** | **1** | **2** | **3** |  |
| Spelling | **0** | **1** | **2** | **3** |  |
| Word choice | **0** | **1** | **2** | **3** |  |
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0 = forgot to do it.

1 = tried to do it but didn’t do it well.

2 = did it but there is room for improvement.

3 = executed it perfectly.