EPORTFOLIO PROPOSAL
Distinguished Communicator Medal Program

An ePortfolio is a website which allows you to show off your work. It is a great way to showcase who you are and what you can do, whether you're a student about to enter the workforce or a seasoned professional with years of projects to show off. All kinds of professionals use ePortfolios—engineers to highlight their past projects, photographers to display their best shots, programmers to share their code and packages (even many of your professors have one, often framed as a "personal" or "lab website"!). Especially as you look towards graduation, an ePortfolio can be a fantastic way to show potential employers who you are and what you can offer.

Creating an effective ePortfolio is a challenging communication task though. It requires you to carefully pinpoint your purpose and audience, and then design the portfolio and frame your work accordingly. Use this proposal form to think through some of the initial planning of your ePortfolio. After you fill it out and submit it, a Communication Across the Curriculum (CAC) program staff member will give you individualized feedback on it so that you can move into drafting.

ABOUT YOU

Name:

Email:

Major:

Anticipated graduation date:

PORTFOLIO GOALS

What are your career objectives? What would you like to accomplish with your portfolio? In other words, what are your *communication* goals (to show you have a certain skill? Demonstrate your flexibility and range of experience? Impress clients?)

Who do you think the target audience for your portfolio is? Put yourself in their shoes: what do they want to learn? What impression of you should they leave with? What expectations might they have going in about tone, ideas, style, etc.?

PORTFOLIO DESIGN

What platform do you plan on using for your portfolio (a Github site? Google sites? Personal web site?)? Why?

What do you want to include in your portfolio? If there are specific projects you have already completed, list them here. Remember that you don't need to include *everything* you have done—instead, focus on choosing items that represent you well, and create the story you want for your audience and purpose. For each thing you include, describe briefly how you created the piece (what skills did you need?) and what it will showcase about you.

Provide a description of how you want your entire portfolio to look. Consider creating a sitemap for what information will be included in the portfolio, as well as outlines of the key textual pieces (most portfolios include a statement about yourself, as well as brief statements about each piece of the portfolio). Feel free to find other portfolio examples you like online, and use them as inspiration!