

## LeADERS Capstone Experience

In order to officially complete the LeADERS program, participants will be required to take part in BlackBoard modules. Students will need to signal to the LeADERS Director that they would like to have access to this course. The purpose of these modules is to guide students in the completion of their LeADERS portfolio, polishing and revising it, as well as considering how to transform it into a professional portfolio following graduation. It also provides a formal mechanism for 1) students to indicate they are done with their LeADERS experience 2) the Director to determine their LeADERS status 3) the LeADERS program to gather completed ePs for review 4) possibly select “winners” for eP awards previously proposed competitions.

Though this course must be completed online, the ePortfolio team will also offer in-person support via the ePortfolio Assistants, to guide students through the modules, should they need the additional support. A student should be able to complete this fairly rapidly if they wanted. Each of the below modules could also be the focus of the monthly group work sessions the eP Assistants offer.

By \_\_\_\_\_, 2018, have Modules 1-7 completed. This is when your completed LeADERS ePortfolio will be evaluated by a committee.

The purpose of these modules is to guide you through the completion of your LeADERS portfolio, polishing and revising it, as well as considering how to transform it into a professional portfolio following graduation. Finishing these modules formally marks the completion of your LeADERS experience, indicating you are ready for the LeADERS office to determine your LeADERS status for graduation.

### Module 1

Review your LeADERS ePortfolio. Which experiences did you complete? Do they all have robust and compelling content explaining what you did in that course? Do you include examples of your work, contextualizing the assignment and your process for engaging with it? Did you complete at least 2 reflection activities per experience?

Do you have any LeADERS experiences you did not complete? Remove those empty pages from your site.

Do you have any experiences from outside courses you would like to include? Create pages for these. Add them to your menu. Make sure the content you include is helpful to an outside audience.

### Module 2

Review your Resume or CV. [Use these guidelines from Career Development Services.](#) Consider making an appointment with CDS for a resume review.

Embed a PDF version of your CV or Resume into your LeADERS ePortfolio. (\*We include tutorial).

### **Module 3**

Consider the aesthetic appearance of your portfolio. Does it share commonalities with other examples from your field? Is it easy to navigate? Is it readable? [Consider the following web design tips](#).

Review your LeADERS ePortfolio for multimodal content. Do you have images? Any audio? Any videos? Where could you add such material in a way that would be engaging and useful? ([Adding and Embedding Media](#)).

Consider adding a professional headshot of yourself. Career Development Services has resources for getting one. If you do not want to use those services, [please consider the following tips for an effective self portrait](#).

### **Module 4**

Using the LeADERS Reflection assignment, briefly describe your overall experiences and skills developed from your LeADERS courses. Put this content on the “Program Reflection” page.

You can write this reflection, or even make it a video that you then embed into the page.

This Program Reflection must be done in order to successfully complete LeADERS.

### **Module 5**

Review the LeADERS rubric. First, looking at the requirements, look over your portfolio to ensure you have everything you need and want in the website. Then, ask a colleague (friend, classmate, eP Assistant, so on) look through your portfolio with the rubric at hand, gathering an outside reader’s impression of your website. Make any changes you think are useful from their feedback.

### **Module 6**

Consider the professionalism of your LeADERS ePortfolio. [Consider the common skills employers seek](#). Where in your portfolio do you demonstrate some/all of these skills? If you don’t currently, where might you add example of your experience with such skills in?

Compare this example of a course/program portfolio to the professional version of it. What elements changed? What elements do you think you might alter in your own portfolio? Common pages for professional portfolios include: Home, Resume, Work/Experience, Education (Major/ Minor), Projects, Contact.

You need to keep your LeADERS pages to complete the program, but can create a single tab titled “LeADERS” and then move all relevant pages under it on the menu. Tutorial here. eP Assistants can also help you with these adjustments.

## **Module 7**

Review the LeADERS rubric. First, looking at the requirements, look over your portfolio to ensure you have everything you need and want in the website. Then, ask a colleague (friend, classmate, eP Assistant, so on) to look through your portfolio with the rubric at hand, gathering an outside reader's impression of your website. Make any changes you think are useful from their feedback.

Ensure your ePortfolio is either 1) public or 2) at least accessible to the LeADERS Director. (\*We include tutorials.)

To ensure you have continued access to this website upon graduation, review this tutorial on exporting/importing and hosting it elsewhere. (\*We include tutorials.)

Using this link, submit your complete ePortfolio, by copying the link to it from your browser's address bar, by X date.

You will receive a notification of your final LeADERS status shortly.