**Bethany Quest V**

**The Professional Portfolio**

This assignment is designed to help you create the framework and basic components of your professional portfolio. Specific information is provided here to guide you as to the basic navigation and content pieces you should have in place by the due date.

The portfolio should be structured and sensibly organized in a way that makes it easy to locate your information. You are encouraged to develop a portfolio that you can use to prepare employment portfolios. At the minimum, you should have the following pages in your portfolio:

* *Home page* that gives a brief introduction to you and your aspirations.
* *Interdisciplinary Coursework*: Include basic information about the courses you’ve taken, along with artifacts that show your best work.
* *Bethany Quest*: Include basic information about Quest I – IV (or Transfer Quest, if applicable), as well as any good artifacts relevant to these courses.
* *Personal Growth and Accountability*: Place your artifact here. You are also welcome to include additional artifacts on this page, if you have them and would like to have everything in one place for future use. (**NOTE:** This artifact should already be uploaded on the assessment side of Foliotek for scoring there. It will not be explicitly scored as part of your presentation portfolio; it just needs to be here.)
* *Service and Leadership*: Place your artifact here. You are also welcome to include additional artifacts on this page, if you have them and would like to have everything in one place for future use. (**NOTE:** This artifact should already be uploaded on the assessment side of Foliotek for scoring there. It will not be explicitly scored as part of your presentation portfolio; it just needs to be here.)
* *Your major(s)*: Add to this page any information about the coursework required for your major (may be a simple list); you may also wish to include a brief description of how your major prepares you for your eventual career. Also include any projects, papers, or other artifacts you feel represent your best work (and show competency) in your major courses.
* *Your minor(s)*: [If applicable] Like the major, include information about which courses you took (or are taking) to satisfy the requirements of your minor. Also give a brief description of how or why you became interested in your minor, and how you feel it will benefit you in the future.
* *Honors Program*: [If applicable] Briefly describe the Honors program, how or why you became involved in it, and include the Honors reflections you’ve written so far.
* *Professional development*: Include your resume, EBE documents, your list of references, etc. here. You may include your personal statement here, if you have one.
* *Other activities*: [If applicable] Here you are free to include student organizations, volunteer work, athletics, music, or any other extracurricular activities you have been involved in while at Bethany. Be sure to provide brief descriptions wherever necessary to help the reader understand why you chose to include what you did.

You are welcome to add extra pages and/or nest additional pages within those listed above, as you see fit.

**This portfolio is due for scoring by 11:55 pm on Sunday, December 11, 2016.**

Scoring will begin on December 12.

**PLEASE NOTE:** The individual pieces of work that you include in your presentation portfolio will not be scored explicitly! Your presentation portfolio will be scored against the provided rubric. In other words, we will be looking at the ***overall quality*** of your portfolio, not scoring individual pieces within the portfolio.