



Career Center and University Studies



ePORTFOLIO

UNCW

ePortfolio Guide to Success

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## Overview of ePortfolio

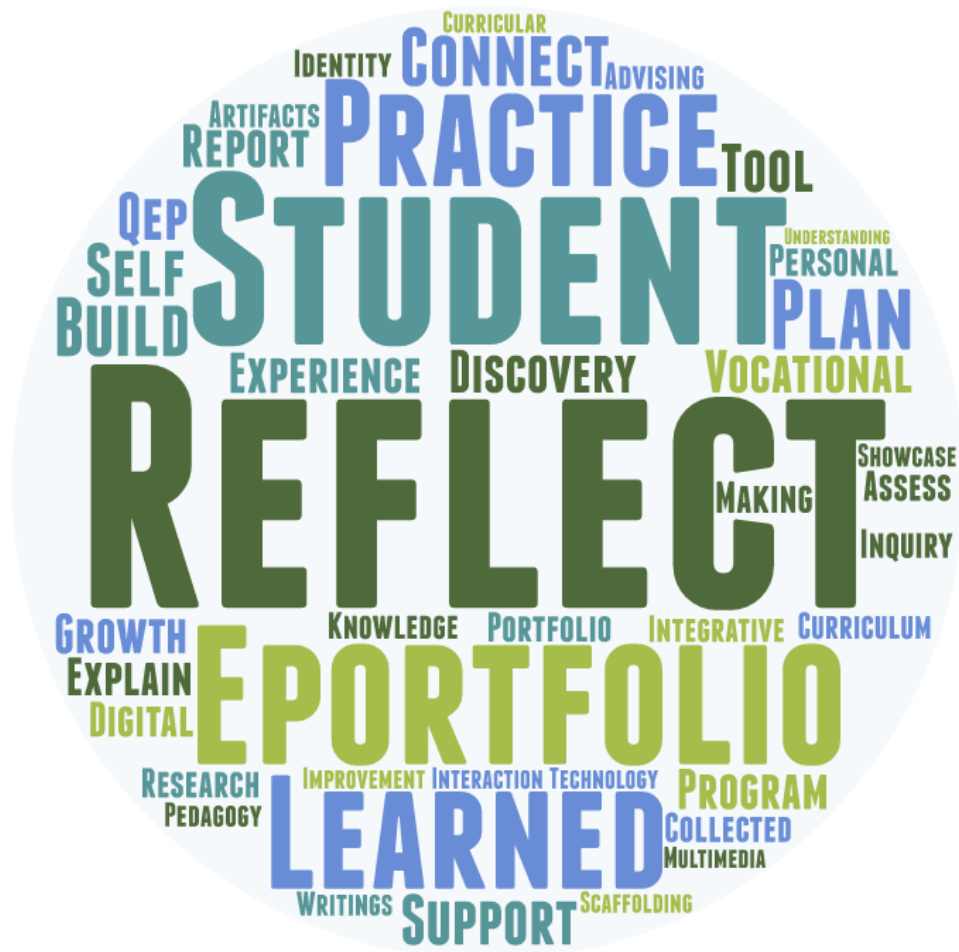
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### What is UNCW ePortfolio?

UNCW ePortfolio is a platform for UNCW students to create ePortfolios to collect and reflect on their experiences. This electronic collection of evidence highlights skill development and learning outcomes. The reflective component allows for personal representation and showcasing of professional experiences. UNCW ePortfolio can assist students in making meaning of their experiences and captures knowledge and skills gained for future employment opportunities.

### Why should I create a UNCW ePortfolio?

UNCW ePortfolio encourages engagement in active reflection and meaning making. Students reflect on the principles central to their academic discipline of study through their related coursework and co-curricular experiences. UNCW ePortfolio is a portable platform that is easy to share with others (i.e. professors, future employers, internship coordinators). Additionally, creating a UNCW ePortfolio contributes to personal, academic, and career growth and development. This electronic portfolio will help students capitalize on their skills, abilities, and experiences during the job-search process.



## Career Readiness Competencies

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The National Association of Colleges and Employers, through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified seven competencies associated with career readiness.

What is Career Readiness?

*“Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.”*

**Critical Thinking/Problem Solving:** Students are able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness (i.e. participate in undergraduate research, organize a campus event, evaluate and interpret data to support decision making, manage time well, etc).

**Oral/Written Communications:** Students are able to articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of an organization (i.e. create newsletters, work in a campus office, enroll in writing intensive courses, practice empathy, volunteer with non-profit organizations, etc).

**Teamwork/Collaboration:** Students are able to build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints (i.e. lead a project team in class or student organizations, participate in intramural sports, highlight internships or work experiences where you work with a group of people on a common goal, etc).

**Digital Technology:** Students are able to leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals (i.e. design or maintain websites, create an ePortfolio, learn computer and technical skills in classes and workshops that focus on software programs and applying technology, etc).

**Leadership:** Students are able to leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others (i.e. attend leadership workshops through the Office of Student Leadership and Engagement, join student organizations, facilitate group discussions in class, etc.)

**Professionalism/Work Ethic:** Students are able to demonstrate personal accountability and effective work habits. Individuals demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and are able to learn from their mistakes (i.e. work experience, professional dress, ability to interact with others in a respectful manner, etc).

**Career Management:** Students are able to identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth (i.e. creating a resume and cover letter, seeking help from the Career Center, attending job fairs, using internships and work experience to identify areas of interest, etc).

**Global/Intercultural Fluency:** Students value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions (i.e. volunteer in the community, stay open-minded, take courses in a second language, study abroad, etc).



# ePortfolio Checklist for Academic and Career Disciplines

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## Arts, Media, & Entertainment

Related Areas of Study: Art History, Communication Studies, Creative Writing, English, Film Studies, French, German, Music, Spanish, Studio Art, Theatre

- Signature Work/Related Coursework*: Upload articles, papers, projects, reports, and publications for your viewers to see your work. Consider using graphics, audio, and video for further illustration.
  
- Internships/Applied Learning Experiences*: Have you held internships related to your field of study? Share photos, sample work projects, and info on your company with potential employers, while reflecting on your experience.
  
- Skills*: Include specific software/technical skills gained? (e.g. Adobe Suite, InDesign, etc)
  
- Languages*: Proficiency in any languages
  
- International Experience*: Highlight any experience you have traveling internationally related to your field of study
  
- Campus Involvement*: Highlight your experience in student organizations on campus.
  
- Certifications/Trainings*: List all related certifications/trainings/ accomplishments



## Business & Accounting

Related Areas of Study: Business Administration (Accountancy, Economics, Entrepreneurship & Business Development, Finance, General Business, Human Resources Management, International Business, Management & Leadership, Marketing), Economics

- Applied Learning/Internships:* Have you held internships related to your field of study? Share photos, sample work projects, and info on your company with potential employers, while reflecting on your experience.
  
- Relevant Work Experience:* Part-time jobs or positions that you may have had related to your field of study
  
- Languages:* Proficiency in any languages
  
- Campus Involvement:* Highlight your experience in student organizations on campus.
  
- Volunteer Experience:* Include all volunteer opportunities you have engaged in. Use this platform to reflect on your experiences to give employers a sense of your personality
  
- Skills:* Include transferrable skills and software skills
  
- Work Experience:* List all part-time/full-time positions you have held, elaborating on related work experience.



## Deciding Students

- About Me*: Provide information about yourself, including personal and professional goals, and potential areas of academic interest.
  
- Signature Work*: Showcase your signature work. You should highlight projects that demonstrate your expertise, including, digital media, writing samples, film projects.
  
- Skills*: Interpersonal, technical, transferrable skills that are related. You can also include language skills here.
  
- Involvement*: Highlight your experience in student organizations on campus. This can also include volunteer experience, internships, and study abroad trips.
  
- Work Experience*: List all part-time/full-time positions you have held, elaborating on related work experience.

For students who are undeclared, it is recommended to begin with the student template. This template was created specifically for UNCW students, based on the experiences and opportunities that are available. When you declare a major at the end of your sophomore year, you can then tailor your ePortfolio to the academic major or career path that you are pursuing.



## Education

Related Areas of Study: Education of Young Children, Elementary Education, Middle Grades Education, Physical Education & Health K-12, Special Education, Teacher Licensure in Secondary Education & K-12

- Signature Work/Related Coursework:* Upload articles, papers, projects, reports, and publications for your viewers to see your work. Consider using graphics, audio, and video for further illustration.
  
- Student Teaching:* Include grades and subject matter taught, sample lessons, evaluation of students, collaboration with other professionals.
  
- Sample Work:* Include lesson plans, activities, projects, evaluations
  
- Field Experience:* Share all experiences you have had in the classroom, can be related to academic courses. Share grade level, subject matter, and teaching experience. This includes substitute teaching.
  
- Related Experience:* Include part-time jobs that may have been out of the classroom, (e.g tutor, nanny)
  
- Languages:* Proficiency in any languages
  
- Campus Involvement:* Highlight your involvement at UNCW (e.g. student organizations, fraternity/sorority life, athletics, intramurals, SGA, RHA)
  
- Honors/Certifications/Professional Affiliations:* Include all academic and co-curricular honors, certifications you have- including teaching certifications, and professional affiliations you may be part of.





## Government & Non-Profit

Related Areas of Study: History, International Studies, Political Science, Public Administration

- Signature Work/Related Coursework*: Upload articles, papers, projects, reports, and publications for your viewers to see your work. Consider using graphics, audio, and video for further illustration.
  
- Applied Learning/Internships*: Have you held internships related to your field of study? Share photos, sample work projects, and info on your company with potential employers, while reflecting on your experience.
  
  
  
  
  
  
  
  
  
  
- Skills*: Interpersonal, technical, transferrable skills that are related.
  
  
  
  
  
  
  
  
  
  
- Languages*: Proficiency in any languages
  
  
  
  
  
  
  
  
  
  
- Campus Involvement*: Highlight your experience in student organizations on campus.
  
  
  
  
  
  
  
  
  
  
- Volunteer Experience*: Detailed description of community service.
  
  
  
  
  
  
  
  
  
  
- Certifications/Trainings/Professional Affiliations*: List all related certifications/trainings/accomplishments, including honor societies.



## Health and Human Services

Related Areas of Study: Athletic Training, Clinical Research, Exercise Science, Nursing, Public Health Studies, Recreation Therapy, Recreation, Sports Leadership & Tourism Management

- Clinical Experience:* Highlight your independent study, including samples of work you produced and statements from faculty members
  
  
  
  
  
  
- Laboratory Experience:* Include all lab experience in and out of the classroom
  
  
  
  
  
  
  
- Skills:* Include specific software/technical skills gained? (e.g. Adobe Suite, InDesign, etc)
  
  
  
  
  
  
  
- Languages:* Proficiency in any languages
  
  
  
  
  
  
  
- Campus Involvement:* Highlight your experience in student organizations on campus. You do not need to have a position or title to share these experiences!
  
  
  
  
  
  
  
- Certifications/Trainings:* Do you have any certifications/trainings related to your field of study?



## STEM: Engineering & Math

Related Areas of Study: Engineering, Mathematics, Physics, Statistics

- Directed Independent Study (DIS)*: Highlight your independent study, including samples of work you produced.
  
- Signature Work*: Include samples of your work from academic related courses.
  
- Skills*: Include specific software/technical skills gained? (e.g. C++, Java, Maple, Adobe, etc.)
  
- Accomplishments*: Honor societies, professional affiliations, awards.
  
- Languages*: Proficiency in any languages
  
- Campus Involvement*: Highlight your experience in student organizations on campus.
  
- Work Experience*: List all part-time/full-time positions you have held, elaborating on related work experience.



## **STEM:** **Sciences**

Related Areas of Study: Biology, Chemistry, Environment Science, Environmental Studies, Geography, Geoscience, Geology, Marine Biology, Oceanography

- Directed Independent Study (DIS)/Coursework:* Highlight your independent study, including samples of work you produced.
  
- Laboratory Experience:* Include all lab experience in and out of the classroom
  
- Skills:* Include specific software/technical skills gained? (e.g. Adobe Suite, InDesign, etc)
  
- Languages:* Proficiency in any languages
  
- Campus Involvement:* Highlight your experience in student organizations on campus. You do not need to have a position or title to share these experiences!
  
- Certifications/Trainings:* Do you have any certifications/trainings related to your field of study?
  
- Work Experience:* List all part-time/full-time positions you have held, elaborating on related work experience.



## **STEM:** Technology

Related Areas of Study: Computer Science, Information Systems, Information Technology, Operations Management

- Directed Independent Study (DIS):* Highlight your independent study, including samples of work you produced.
  
  
  
  
  
  
  
  
  
  
  
  
- Signature Work:* Include samples of your work from academic related courses.
  
  
  
  
  
  
  
  
  
  
  
  
- Skills:* Include specific software/technical skills gained? (e.g. Adobe Suite, InDesign, etc)
  
  
  
  
  
  
  
  
  
  
  
  
- Languages:* Proficiency in any languages
  
  
  
  
  
  
  
  
  
  
  
  
- Campus Involvement:* Highlight your experience in student organizations on campus. You do not need to have a position or title to share these experiences!
  
  
  
  
  
  
  
  
  
  
  
  
- Work Experience:* List all part-time/full-time positions you have held, elaborating on related work experience.



## Social Sciences & Humanities

Related Areas of Study: Anthropology, Criminology, Philosophy & Religion, Psychology, Social Work, Sociology

- Signature Work/Related Coursework*: Upload articles, papers, projects, reports, and publications for your viewers to see your work. Consider using graphics, audio, and video for further illustration.
  
- Directed Independent Study (DIS)*: Highlight your independent study, including samples of work you produced.
  
- Applied Learning/Internships*: Have you held internships related to your field of study? Share photos, sample work projects, and info on your company with potential employers, while reflecting on your experience.
  
- Skills*: Interpersonal, technical, transferrable skills that are related.
  
- Languages*: Proficiency in any languages
  
- Campus Involvement*: Highlight your experience in student organizations on campus.
  
- Volunteer Experience*: Detailed description of community service.
  
- Certifications/Trainings/Professional Affiliations*: List all related certifications/trainings/accomplishments, including honor societies.



# Capitalizing Your Co-Curricular Experiences

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## Education Abroad

- Did you complete an internship abroad, service learning experience abroad, or an education abroad program? Consider highlighting your international experiences on your ePortfolio.
  - Information about your host country and why you chose that particular program/region.
  - What did you do while you were abroad (i.e. take classes, volunteer, internship, teach, learn a new language, etc.)? Share in as much detail as you can and focus on the skills that you gained while you were abroad. (Refer back to the Career Readiness Competencies section).
  - Share multimedia projects you have from your time abroad. This can include photos, videos, or assignments associated with your experience.

## Campus Involvement

- Were you involved in student organizations, honor societies, fraternity and sorority life, etc?
  - Talk about the clubs/organizations that you were involved in, what your role was, events/workshops you participated in, competencies gained, etc.
  - If possible, connect your involvement to your area of interest.
  - Employers are looking to see volunteer experience- if you volunteered in the community or at an event on-campus with your organization, be sure to include that as well!



- **Leadership Trainings:** Share your on-campus leadership experiences (this does not have to be positional)
  - *Conferences and Workshops:* Have you attended any on-campus conferences or workshops? Conferences can include, Seahawk Leadership Conference, Women’s Conference, Men and Masculinity Conference, etc. Workshops can be in-class presentations.
  - *StrengthsQuest:* Have you taken StrengthsQuest? If so, add your top five strengths to your ePortfolio.
  - *Leadership Development Program:* Consider using your UNCW ePortfolio to display your LDP artifacts
  - *Taking Flight Senior Capstone*
  - *Athletics*

- **Leadership Roles:**
  - *On-campus Student Leadership:* roles include, but are not limited to, Resident Assistant, Orientation Leader, Seahawk Link, Building Manager, Desk Receptionist, Community Engagement Specialist, etc. Build on your experiences and share skills you have obtained. Consider using visual representation.
  - *Group Projects/Club Members:* Remember you do not need to have a position to share your leadership experience. Share your roles in clubs/organizations, class assignments
  - *Athletics*





## Employment Opportunities

**Part-Time Employment:**

Students gain an abundance of skills from part-time employment. From summer jobs to work-study positions, these are all essential to include in your UNCW ePortfolio. Focus on transferrable skills (i.e: Communication, Interpersonal, Teamwork, Initiative, Critical Thinking, Leadership, and Technical skills)

○ *Position:* \_\_\_\_\_

○ *Skills gained:* \_\_\_\_\_

\_\_\_\_\_

○ *Position:* \_\_\_\_\_

○ *Skills gained:* \_\_\_\_\_

\_\_\_\_\_

○ *Position:* \_\_\_\_\_

○ *Skills gained:* \_\_\_\_\_

\_\_\_\_\_

**Internships:**

Internships count as employment and relevant experience! Highlight any internship experiences you have, even if it may not be related to your field of study or career discipline.

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## Contact Information

This guide serves as a resource to get you started with your ePortfolio. Please visit the web site at <http://www.uncw.edu/career/ePortfolio.html> for more information or to view our “getting started” tutorial. For technical support, contact Digication at [support@digication.com](mailto:support@digication.com)

If you have further questions, please contact:  
Dr. Beverley McGuire, Director of University Studies, [m McGuire@uncw.edu](mailto:m McGuire@uncw.edu)  
Diane Sledden Reed, Assistant Director of Career Center, [reedd@uncw.edu](mailto:reedd@uncw.edu)

