Pop Up Class – Jump Start your Job Search through an ePortfolio

1. Class Overview
   o Description: Learn how to create an online portfolio that targets the types of job or internship you are seeking.
   o Prerequisites: none
   o Anticipated Class Size – 20 max
   o Class Duration – 1 ½ hours
   o Material Needed: Students will need
     ▪ Laptop with WiFi connection capability
     ▪ (Optional) Artifacts you may want to include: photos, documents or other "evidence" to support the claims your make regarding your skills or accomplishments
     ▪ Google account (only if you choose to use the Google platform for your e-folio, but other options will be demonstrated)

2. Safety

3. Educational Objectives
   o Students will be able to:
     ▪ Determine how their knowledge, skills, and abilities can be communicated in an ePortfolio to support a job they are seeking
     ▪ Assemble materials that support the targeted use of the ePortfolio
     ▪ Organize the ePortfolio according to the credentials sought by the employer they are targeting

4. Class Format
   a. Pre-Class activity
      i. Watch how to set up your Google ePortfolio at this link. (Students may also use Weebly to create their ePortfolios.)
   b. In-Class activity
      i. Presentation: Demonstrate how the ePortfolio is created, organized, and modified to target different uses.
      ii. Activity / project/discussion: Students will identify several key credentials sought by employers hiring engineering students for jobs and internships. Individuals will identify the key credentials their ePortfolio should address as well as the supporting evidence for each needed for each credential.
      iii. Assessment: ePortfolio (set up and ready for development beyond the course)

5. Evaluation
   c. Students fill out an evaluation on the content, learning objectives, and instructor.